# Building Access Survey Index

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INTRODUCTION

WHY THIS WORKBOOK?

The purpose of this Workbook is to help you make your facility accessible to individuals with disabilities. Making your facilities accessible is also staying in compliance with the Americans with Disabilities Act (ADA) which was signed into law by President Bush in July, 1990. The ADA is designed to extend civil rights protection to persons with disabilities. The law is divided into four major Titles that prohibit discrimination against any person with a disability in employment, state and local government services, public transportation, public accommodations, and telecommunications.

Title I: Employment

Employers may not discriminate against a person with a disability in hiring or promotion if the person is otherwise qualified for the job. Employers must provide "reasonable accommodation" to persons with disabilities, including such steps as job restructuring and modification of equipment.

Information on the Title I provisions can be obtained from:
The Equal Employment Opportunity Commission, 1801 L. Street N.W., Washington, D.C. 20507. Phone 1-800-USA-EEOC (voice) or 1-800-880-3302 (TTY).

Title II: Public Services and Transportation

Subtitle A prohibits state and local governments from discriminating against persons with disabilities. Subtitle B provides for accessibility to public transit buses, rail lines, and bus and train stations.

Information on the public transportation provisions can be obtained from:
The U.S. Department of Transportation, 400 Seventh Street S.W., Washington, D.C. 20590. Phone (202) 366-9305 (voice) or (202) 555-7687 (TTY).

Title III: Public Accommodations

Persons with disabilities are to be provided accommodations and access equal to, or similar to, that available to the general public. The final rules implementing Title III of the Americans with Disabilities Act were published in the Federal Register of July 26, 1991. To obtain a copy, call the U.S. Department of Justice at (202) 514-0301.

Questions on Titles II and III can be directed to:
The Office of the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, P.O.Box 66738, Washington, D.C. 20035-6738. Phone (202) or (800) 514-0301 (voice) or (202) or (800) 514-0383 (TTY).

Technical information on the ADA accessibility provisions can be obtained from:
The U.S. Architectural And Transportation Barriers Compliance Board, 1331 F Street N.W., Suite 1000 Washington D.C. 20004-1111. Phone 1-800-USA-ABLE (voice or TTY).

Title IV: Telecommunications

Companies offering telephone service to the general public must offer telephone relay service to persons who use telecommunications devices for the deaf (TTYs) or similar devices.

Information on the Title IV provisions can be obtained from:
WHO WILL BENEFIT?

In Minnesota alone there are over 870,000 individuals who have some type of disability. At your facility, this group might include the teacher who is blind, the mother who has Multiple Sclerosis, a client who uses a wheelchair, a vendor that uses crutches or an older visitor who has an issue with fatigue.

Keep in mind that disability can affect each of us at any time, either directly or through friends and family. Therefore, it's not only people with disabilities that benefit from accessible features; everyone benefits from a barrier-free environment. Customers carrying packages or clients toting materials appreciate wider doors and hallways, automatic opening doors and large open spaces. Parents with small children will find unisex and wide accessible toilet stalls useful and convenient. Lever handles and easy operating controls will benefit everyone. Providing accessibility to your facility not only invites new potential customers with disabilities, but allows you to maintain over time the customers you currently have.

WHAT'S IN THIS WORKBOOK?

This workbook presents a step-by-step process to help you identify how best to make your facility accessible. There are two elements to assist in this process:

* A Planning Section to help you determine how many survey forms you will need for each area of the building.

* Survey Forms to be used as a checklist as you walk through the building or facility. PLEASE NOTE: The survey forms have been designed to reflect the most restrictive accessibility requirements of either the Minnesota State Building Code or the Americans with Disabilities Act Accessibility Guidelines as they existed at the time of the development of this survey tool. For this reason, this survey tool is specific to the State of Minnesota. Contact your local building official or the Minnesota State Council on Disability if you have concerns regarding current requirements.
THE PLANNING SECTION

The Planning Section has been designed to make this surveying task more manageable. It will help you prepare for surveying the facility. You can determine ahead of time how much work is involved and whether you will need other staff to help you. Specifically, the planning section allows you to determine - before you leave your office - how many Survey Forms you will need to copy and take with you.

For each building that you evaluate you will be looking at four different areas of the building and the land around it. Each area has several sub-components. There may be additional accessibility requirements based on the type of facility being reviewed. Your building may have special requirements based on the use and type of facility. Look under Special Facilities to determine if your building has additional requirements.

SITE:
- Parking
- Drop-off
- Walkway
- Curb Ramp
- Steps

SPACES:
- Toilet Room
- Bathing Facilities
- Break Room
- Auditorium
- Conference Room
- Dressing & Fitting Room

ELEMENTS:
- Telephone
- Drinking Fountain
- Kiosk & ATM
- Sales & Service Counters

SPECIAL FACILITIES:
- Restaurant & Cafeteria
- Library
- Medical Care Facilities
- Transient Lodging
- Recommendations for Children's Environments

BUILDING:
- Stair
- Lift
- Elevator
- Ramp
- Doorway
- Corridor
PLANNING ANALYSIS

What needs to be accessible at my facility?

This section will help you analyze the four critical areas of your building/facility: Site, Building, Spaces, Elements and, possibly, Special Facilities.

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

PLANNING ANALYSIS -- STEP-BY-STEP

1. Identify team members. These individuals will provide guidance and assistance during the planning, surveying and reviewing steps. The team might include the facility manager, chief administrator, maintenance supervisor, 504 Coordinator or Equal Opportunity officer, financial staff, and persons with disabilities.

2. Fill in the Planning Summary Sheet. For each building to be surveyed, read through the entire Planning section and mark on the Planning Summary Sheet the total number of Survey Forms that will be needed. If you have more than two buildings at your facility, use additional Planning Summary Sheets.

3. Copy the Survey Forms. You will not need to use all of the survey forms provided in this booklet. Photocopy the necessary survey forms for the facility being reviewed. Keep this survey booklet as a reference and for future surveying needs. Be sure to copy an extra set of forms to have handy when surveying (in the event an unexpected barrier is encountered). Collate and staple the appropriate forms on a building-by-building basis. For each survey form, fill out each and every question. It is very important that all issues are addressed and that an answer is provided. If a particular question is not applicable, then note this by writing in "N/A". This will indicate that the question has not been overlooked or forgotten. The importance of this will become clear when the survey is reviewed at a later date. A comment section is provided at the end of each survey form. Use this area for notes and to clarify special situations which may occur.

SITE

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

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

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

**BUILDING**

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

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

Some criteria for determining which entrances should be accessible include:

* It is referred to as the “main entrance” to the building. (If you asked for directions to this building, you would be directed to this entrance.)

* It provides the most direct access to main corridors and elevators (if present) as well as major public function spaces at the entry level such as an auditorium or cafeteria.

* It is an entrance that people use when they enter the building from visitor or staff parking areas.

Accessible routes within and throughout the building or facility are the next area which need to be considered in order to provide access for persons with disabilities. All floors, and each level within a floor, must be accessible by ramp or elevator (stages and other incidental occupiable spaces may be accessed by lift).

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

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

**SPACES**

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

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

**ELEMENTS**

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

**SPECIAL FACILITIES**

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

Special Facilities include: LIBRARIES, RESTAURANTS and CAFETERIAS, MEDICAL CARE FACILITIES, and TRANSIENT LODGING.

Special Note: There is an additional section entitled RECOMMENDATIONS FOR CHILDRENS ENVIRONMENTS. This section provides *suggested* guidelines only as there has been no formal adoption of such requirements as of the print date of this manual.
PLANNING SUMMARY SHEET

Facility:_____________________________________________________
Completed by:______________________________________________
Total no. of buildings:________________________________________
Completion date:____________________________________________

This form is used to identify the specific number of survey forms you will need to package for each building at your facility. Fill it out as you become acquainted with the layout of each building being surveyed. After it is completed, photocopy the total number of each Survey Form that you will need to take into the field with you and then collate the forms on a building-by-building basis. (If more than 2 buildings, use additional Planning Summary Sheets.)

LIST THE NUMBER OF SURVEY FORMS NEEDED BELOW

<table>
<thead>
<tr>
<th></th>
<th>Building 1</th>
<th>Building 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lift</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doorway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corridor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPACES</th>
<th>Building 1</th>
<th>Building 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilet Room</td>
<td>_______ Male _______ Male</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_______ Female _______ Female</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_______ Unisex _______ Unisex</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SITE</th>
<th>Building 1</th>
<th>Building 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drop-off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walkway</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curb Ramp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLANNING SUMMARY SHEET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Building 1</strong></td>
<td><strong>Building 2</strong></td>
<td><strong>Building 1</strong></td>
</tr>
<tr>
<td><strong>Bathtub</strong></td>
<td>Male</td>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
<td>Female</td>
<td></td>
</tr>
<tr>
<td>Unisex</td>
<td>Unisex</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Shower</strong></td>
<td>Male</td>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
<td>Female</td>
<td>Sales and Service Counters</td>
</tr>
<tr>
<td>Unisex</td>
<td>Unisex</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Break Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Auditorium</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Conference Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dressing and Fitting Room</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### SITE: PARKING

#### PARKING SPACE TABLE

<table>
<thead>
<tr>
<th>TOTAL PARKING SPACES</th>
<th>ACCESSIBLE SPACES REQUIRED</th>
<th>&quot;VAN ACCESSIBLE&quot; SPACES REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>101 to 150</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>151 to 200</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>301 to 400</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>401 to 500</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>501 to 1000</td>
<td>2% of Total</td>
<td>1 in every 8</td>
</tr>
<tr>
<td>1001 and over</td>
<td>20 plus 1 for each additional 100</td>
<td>Accessible Spaces</td>
</tr>
</tbody>
</table>

**TABLE 1**

Note: "van accessible" spaces are included in the number of "accessible spaces required."
SITE: PARKING (Continued)

1. Are there accessible spaces provided per Table 1?  
   __ Yes __ No

2. Do the accessible spaces include "van accessible" spaces as required in Table 1?  
   __ Yes __ No

3. Is the van space 8 feet wide with an adjacent 8 foot wide access aisle?  
   __ Yes __ No

4. Does the van accessible space have a minimum clear height of 98 inches at the space and along the vehicular route leading to the space?  
   __ Yes __ No

5. Are the remaining accessible spaces 8 feet wide with an adjacent 5 foot wide access aisle?  
   __ Yes __ No

6. Are the access aisles a part of the accessible route leading to the building entrance?  
   __ Yes __ No

7. Are curb ramps provided along the accessible route where necessary? (i.e. along the accessible route from parking, drop-off or sidewalk)  
   __ Yes __ No

8. Is each accessible space identified with a sign displaying the international wheelchair symbol in white on a blue background and indicate that there is a maximum fine of $200 for violation?  
   __ Yes __ No

Comments:
9. Does the van space have a sign indicating "van accessible"?
   ___ Yes ___ No

10. Is the sign centered at the head end of the space no more than 8 feet from the space?
     OR
     If parallel parking, is the sign located on the side of the space at the head end?
     ___ Yes ___ No

11. Is the bottom edge of the sign between 48 inches and 60 inches above the surface of the parking space?
     ___ Yes ___ No

12. Are access aisles marked so as to discourage parking in them?
     ___ Yes ___ No

13. Are the designated spaces located as close as possible to an accessible entrance?
     ___ Yes ___ No

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

15. Is the parking area and access aisle a firm, stable, slip-resistant surface with a slope of no more than 1:50 (2%) in all directions?
     ___ Yes ___ No

Comments:
SITE: DROP-OFF SITE

1. Does the drop-off area provide an access aisle 5 feet wide by 20 feet long adjacent and parallel to the vehicle pull-up space? ___ Yes ___ No

2. Does the drop-off area provide a minimum clear height of at least 114 inches at the space and along the vehicular route leading to the space? ___ Yes ___ No

3. Is the parking area and access aisle a firm, stable, slip-resistant surface with a slope of no more than 1:50 (2%) in all directions? ___ Yes ___ No

4. Is the access aisle a part of the accessible route leading to the building entrance? ___ Yes ___ No

5. Are curb ramps provided along the accessible route where necessary? (i.e. along the accessible route from parking, drop-off or sidewalk) ___ Yes ___ No

6. Is the drop-off area located as close as possible to an accessible entrance? ___ Yes ___ No

Comments:
SITE: WALKWAYS
(Exterior ramps are considered walkways)

1. Is the walkway at least 4 feet wide?  ___ Yes  ___ No

2. Is the walkway sloped a maximum of 1:20 (5%) in the direction of travel?  ___ Yes  ___ No

3. Is the cross slope a maximum of 1:50 (2%)?  ___ Yes  ___ No

4. Does the walkway have a firm, stable, slip-resistant surface?  ___ Yes  ___ No

5. Do all changes in level between 1/4 inch and 1/2 inch in height have beveled edges? (changes greater than 1/2 inch not allowed)  ___ Yes  ___ No

6. If gratings are located within the walkway, do they have spaces no greater than 1/2 inch wide with the long dimension perpendicular to the direction of travel?  ___ Yes  ___ No

7. Are curb ramps provided along the accessible route where necessary? (i.e. along the accessible route from parking, drop-off or sidewalk)  ___ Yes  ___ No

Comments:
SITE: CURB RAMP

1. Is the slope of the curb ramp a maximum of 1:12 (8.3%) measured in the direction of travel?
   ___ Yes ___ No

2. Is the curb ramp a minimum of 36 inches wide, exclusive of the flared edges?
   ___ Yes ___ No

3. Is the transition from the curb ramp to the adjoining surface flush and free of abrupt changes?
   ___ Yes ___ No

4. Is the slope of the surface immediately adjoining the curb ramp a maximum of 1:20 (5%)?
   ___ Yes ___ No

5. Is the slope of the flared sides a maximum of 1:10 (10%) if the sides are not traversed?
   OR
   If the sides are traversed, is the maximum slope of the flared sides 1:12 (8.3%)?
   (see diagram)
   ___ Yes ___ No

6. Is the surface of the curb ramp firm, stable and slip-resistant?
   ___ Yes ___ No

Comments:
SITE: STEPS

1. Are riser heights and tread widths uniform throughout the entire stair run?
   ___ Yes ___ No

2. Is the tread at least 11 inches in depth?
   ___ Yes ___ No

3. Are risers closed with a maximum nosing of 1 1/2 inch?
   ___ Yes ___ No

4. Are undersides of nosings curved so that there are no abrupt edges or lips?
   ___ Yes ___ No

5. Are handrails provided on both sides of the stairway?
   (on switchback steps, inside handrail shall be continuous)
   ___ Yes ___ No

6. Is the space between the inside edge of the railing and the wall a minimum of 1 1/2 inches?
   ___ Yes ___ No

7. Are handrails mounted between 34 inches and 38 inches above the stair nosing?
   ___ Yes ___ No

8. Do handrails extend horizontally 12 inches beyond the top riser?
   ___ Yes ___ No

9. Do bottom handrails continue on slope a distance equal to the width of one tread past bottom riser and horizontally for 12 inches beyond that point?
   ___ Yes ___ No

10. Are the ends of handrails rounded or returned to wall, floor or post?
    ___ Yes ___ No

Comments:

NOTE:
X is the 12 in minimum handrail extension required at each top riser.
Y is the minimum handrail extension of 12 in plus the width of one tread that is required at each bottom riser.
BUILDING: STAIR

1. Are riser heights and tread widths uniform throughout the entire stair run?
   ___ Yes ___ No

2. Is the tread at least 11 inches in depth?
   ___ Yes ___ No

3. Are risers closed with a maximum nosing of 1 1/2 inch?
   ___ Yes ___ No

4. Are undersides of nosings curved so that there are no abrupt edges or lips?
   ___ Yes ___ No

5. Are handrails provided on both sides of the stairway?
   (on switchback stairs, inside handrail shall be continuous)
   ___ Yes ___ No

6. Is the space between the inside edge of the railing and the wall a minimum of 1 1/2 inches?
   ___ Yes ___ No

7. Are handrails mounted between 34 inches and 38 inches above the stair nosing?
   ___ Yes ___ No

8. Do handrails extend horizontally 12 inches beyond the top riser?
   ___ Yes ___ No

9. Do bottom handrails continue on slope a distance equal to the width of one tread past bottom riser and horizontally for 12 inches beyond that point?
   ___ Yes ___ No

10. Are the ends of handrails rounded or returned to wall, floor or post?
    ___ Yes ___ No

Comments:

NOTE:
X is the 12 in minimum handrail extension required at each top riser.

Y is the minimum handrail extension of 12 in plus the width of one tread that is required at each bottom riser.
BUILDING: LIFT

1. Does the lift have a maximum vertical travel of 12 feet?  ___ Yes ___ No

2. Does the lift provide independent entry, operation and exit such that a person can operate the lift without assistance?  ___ Yes ___ No

3. Does the lift have a maximum of 2 stops?  ___ Yes ___ No

4. Is the lift designed so that it has a pass-through pattern?  ___ Yes ___ No
   (on one end and out the other)

5. Is the size of the platform at least 36 inches wide by 54 inches long?  ___ Yes ___ No

6. Do operating controls require no more than 5 lbs. of force to activate?  ___ Yes ___ No

Comments:
BUILDING: ELEVATOR

1. Are the hall call buttons centered at 42 inches above the floor? [ ] Yes [ ] No

2. Are visual and audible signals provided to indicate when the elevator has arrived? [ ] Yes [ ] No

3. Does the audible signal sound once for the up direction and twice for the down direction? [ ] Yes [ ] No

4. Are the car control buttons a maximum of 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ ] Yes [ ] No

5. Are call and control buttons a minimum of 3/4 inch in diameter? [ ] Yes [ ] No

6. Are there raised and Brailed numbers and/or characters to the left of each control button within the elevator? [ ] Yes [ ] No

7. Do the hoistway entrances have raised and Brailed floor designations on both jambs centered at 60 inches above the floor? [ ] Yes [ ] No

Comments:

NOTE: The automatic door reopening device is activated if an object passes through either line A or line B. Line A and line B represent the vertical locations of the door reopening device not requiring contact.
BUILDING: ELEVATOR (Continued)

8. Is there a handrail provided on at least one inside wall of the elevator mounted 32 inches above the floor?  ___ Yes ___ No

9. Do the minimum inside car dimensions comply with the diagrams?  ___ Yes ___ No

10. Is the emergency communication device located no more than 48 inches above the floor?  ___ Yes ___ No

11. Does the emergency communication device provide both audible and visual communication?  ___ Yes ___ No

Comments:
BUILDING: RAMP

1. Is the ramp a minimum of 36 inches wide? (measured between handrails)  
   ___ Yes ___ No

2. Is the least possible slope used with a maximum slope of 1:12 (8.3%)?  
   ___ Yes ___ No

3. Is the cross slope no greater than 1:50 (2%)?  
   ___ Yes ___ No

4. Is the surface of the ramp firm, stable and slip-resistant?  
   ___ Yes ___ No

5. Is there a 5 foot long landing, measured in the direction of the ramp, at the top and bottom of the ramp?  
   ___ Yes ___ No

6. If the total rise exceeds 30 inches, is there a 5 foot intermediate landing located no more than 30 inches above the bottom of the ramp?  
   ___ Yes ___ No

7. If the ramp changes direction at the landing, is the landing at least 5 feet by 5 feet?  
   ___ Yes ___ No

Comments:
BUILDING: RAMP (Continued)

8. If the total rise is greater than 6 inches or, if the run is greater than 6 feet, are there handrails provided on both sides of the ramp?

   ___ Yes ___ No

9. Are the handrails mounted between 34 inches and 38 inches above the ramp surface?

   ___ Yes ___ No

10. Is the space between the handrail and the wall a minimum of 1 1/2 inches?

    ___ Yes ___ No

11. Do handrails extend horizontally 12 inches beyond the top and bottom of the ramp?

    ___ Yes ___ No

12. Are the ends of handrails rounded or returned to wall, floor or post?

    ___ Yes ___ No

13. Do ramps and landings with drop-offs have curbs, walls or railings?
    (curbs must be at least 2 inches high)

    ___ Yes ___ No

Comments:
BUILDING: DOORWAY

1. With the door in a 90 degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side door stop? (Exception: doors not requiring passage, such as shallow closets, may have clear openings of 20 inches minimum)
   __ Yes __ No

2. If doorway has two independently operated door leaves, does at least one leaf provide the 32 inch clear space?
   __ Yes __ No

3. If there are two sets of doors in a series, as in a vestibule, is there a minimum distance between the doors of 4 feet plus the width of the inswinging door?
   __ Yes __ No

4. Is the threshold no more than 3/4 inch in height for sliding doors or 1/2 inch in height for other doors?
   __ Yes __ No

5. Is the door hardware operable by a single effort with one hand not requiring tight grasping, pinching or twisting of the wrist?
   __ Yes __ No

6. Is the door hardware either a lever handle or loop-style type?
   __ Yes __ No

7. Is the door hardware mounted no more than 48 inches above the floor?
   __ Yes __ No

Comments:
8. For interior doors, is the force required to open the door no more than 5 lbs?
   __ Yes __ No

9. Is there a minimum of 18 inches of clear space on the latch side from the pull side of the door? (Exception: doors with automatic opener)
   __ Yes __ No

10. If the door has a latch and closer, is there a minimum of 12 inches of clear space on the latch side from the push side of the door? (Exception: doors with panic hardware or automatic opener)
    __ Yes __ No

11. Do other doors have clearances as required in diagrams?
    __ Yes __ No

12. If the door has an automatic push button control, does the button have a minimum dimension of 3 inches? AND
    __ Yes __ No

    Is the push button control mounted between 30 inches and 36 inches above the floor? AND
    __ Yes __ No

    Is the push button located at least 30 inches beyond the arc of the door?
    __ Yes __ No

Comments:

---

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

1. Are all corridors serving an occupant load of 50 or more a minimum of 44 inches wide?
   ___ Yes ___ No

2. Are all corridors serving an occupant load of less than 50 a minimum of 36 inches wide?
   ___ Yes ___ No

3. If the corridor is less than 5 feet wide, are there passing spaces at least 5 feet by 5 feet located at intervals not exceeding 200 feet?
   (Corridor intersections are considered passing spaces)
   ___ Yes ___ No

4. Do all doorways along the corridor provide a 32 inch clear opening measured from the face of the open door to the latch side door stop?
   ___ Yes ___ No

5. Is the door hardware either a lever handle or loop-style type which does not require tight grasping, pinching or twisting to operate?
   ___ Yes ___ No

6. Is the force required to open the door no more than 5 lbs.?
   ___ Yes ___ No

7. Are all levels of the floor which are more than 1/2 inch above the main floor accessible by ramp, lift or elevator?
   ___ Yes ___ No

Comments:
BUILDING: CORRIDOR (Continued)

8. Is informational signage provided at doors mounted on the latch side wall and centered 60 inches above the floor?
   __ Yes __ No

9. Are characters, symbols and background of signs eggshell, matte or other non-glare finish?
   __ Yes __ No

10. Do characters and symbols contrast in color with their background?
    __ Yes __ No

11. Do signs indicating restrooms, room numbers and exits have both raised and Brailled characters?
    __ Yes __ No

12. If there are counters along the corridor, is there a section of the counter at least 36 inches wide that is no more than 36 inches above the floor?
    __ Yes __ No

13. Do objects protruding from walls between 27 inches and 80 inches above the floor project no more than 4 inches from the wall?
    __ Yes __ No

14. If alarms are required by code or otherwise provided, are both audible and visual signals provided?
    __ Yes __ No

Comments:
**SPACES: TOILET ROOM**

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
<th>Unisex</th>
<th>Floor or Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>With entry door in a 90 degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side door stop?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>If there are two sets of doors in a series, as in a vestibule, is there a minimum distance between the doors of 4 feet plus the width of the inswinging door?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Is the toilet bowl centered 18 inches from a side wall?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Is there a minimum of 42 inches of clear floor space measured from the center of the toilet bowl in the opposite direction from the side wall?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Does the toilet area have a minimum of 48 inches of clear space from the front of the toilet bowl to the stall/room wall?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Is the flush valve located on the wide side of the toilet area mounted no more than 44 inches above the floor?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Is the height of the toilet seat between 17 inches and 19 inches above the floor?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**
SPACES: TOILET ROOM (Continued)

Male ___ Female ___ Unisex ______________ Floor or Building

8. If the door swings into the room or stall, is there a 30 inch by 48 inch clear floor space within the room that is clear of the swing of the door? ___ Yes ___ No

9. Does the stall door have a minimum clear opening of 32 inches? ___ Yes ___ No

10. Is the stall/room door locking hardware easy to operate requiring no tight grasping, pinching or twisting? ___ Yes ___ No

11. If there are 6 or more toilet stalls in the room, is there an ambulatory stall measuring 36 inches wide provided in addition to the standard stall? ___ Yes ___ No

12. Are both horizontal and vertical grab bars provided as shown in diagrams? ___ Yes ___ No

13. Is the toilet paper dispenser mounted below the horizontal grab bar as shown in diagram? ___ Yes ___ No

14. Is the urinal mounted with the rim no more than 17 inches above the floor? ___ Yes ___ No

Comments:
SPACES: TOILET ROOM (Continued)

_ Male ___ Female ___ Unisex _______________ Floor or Building

15. Is the rim of the sink a maximum height of 34 inches above the floor?

___ Yes ___ No

16. Is there a minimum of 29 inches of knee clearance from the floor to the bottom of the apron or counter?

___ Yes ___ No

17. Do the faucets have lever handles or are they electronically controlled?
   (Operable with one hand and not requiring tight grasping, pinching or twisting of the wrist)
   (Self-closing faucets which require both reaching forward and pushing down to activate are not allowed)

___ Yes ___ No

18. Is the plumbing insulated or otherwise covered so that there are no sharp or abrasive edges exposed?

___ Yes ___ No

19. Is there a clear floor space 30 inches wide by 48 inches long centered in front of the sink?

___ Yes ___ No

Comments:
SPACES: TOILET ROOM (Continued)

____ Male ___ Female ___ Unisex _______________ Floor or Building

20. Is the mirror mounted no higher than 40 inches to the bottom reflective edge?
   ___ Yes ___ No

21. Is there at least one of each type of accessory, i.e. soap dispenser, towel dispenser, etc., mounted such that the operating mechanism is no more than 48 inches above the floor for a front approach or 54 inches above the floor for a side approach?
   ___ Yes ___ No

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

23. Does the toilet room have adequate space to allow a wheelchair to turn 180 degrees? (see diagrams)
   ___ Yes ___ No

Comments:
SPACES: BATHTUB

__ Male __ Female __ Unisex __________ Floor or Building

Bathtub

1. If the tub has a seat at the head end, is there a clear floor space next to the tub of 30 inches wide by 93 inches long?
   OR
   If the seat is in the tub, is there a clear floor space next to the tub of 30 inches wide by 60 inches long for a parallel approach or 48 inches wide by 60 inches long for a forward approach?
   __ Yes __ No

2. Is the seat fastened securely so that it does not slip during use?
   __ Yes __ No

3. Are grab bars provided as shown in diagrams?
   __ Yes __ No

4. Is the faucet control reachable from the seat and operable with one hand without requiring tight grasping, pinching or twisting of the wrist?
   __ Yes __ No

5. Does the spray unit operate both as a fixed shower head and a hand held shower head with a hose a minimum of 60 inches in length?
   __ Yes __ No

Comments:
SPACES: SHOWER

Male __ Female __ Unisex ___________ Floor or Building

Shower

1. Is the shower floor space for a transfer shower 36 inches by 36 inches?
   OR
   If the shower is a roll-in shower is the floor space at least 30 inches by 60 inches?
   Yes ___ No

2. If the shower is 36 inches by 36 inches, is there a clear floor space of 36 inches by 48 inches provided next to the shower?
   OR
   If the shower is 30 inches by 60 inches, is there a clear floor space of 36 inches by 60 inches provided next to the shower?
   Yes ___ No

3. If the shower is 36 inches by 36 inches, is a seat between 17 inches and 19 inches above the bathroom floor provided?
   Yes ___ No

4. If the shower is 36 inches by 36 inches, is the shower seat "L" shaped as shown in diagram?
   Yes ___ No

5. If a seat is provided, is it fastened securely so that it does not slip during use?
   Yes ___ No

Comments:

Shower Seat Design

32
SPACES: SHOWER (Continued)

__ Male __ Female __ Unisex ____________ Floor or Building

Shower

6. Is the threshold leading to the shower stall
   no more than 1/2 inch in height?
   __ Yes __ No

7. Are grab bars provided as shown in diagrams?
   __ Yes __ No

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

9. Does the spray unit operate both as a fixed
   shower head and a hand held shower head
   with a hose a minimum of 60 inches in length?
   __ Yes __ No

Comments:
SPACES: BREAK ROOM

1. Is the rim of the sink a maximum height of 34 inches above the floor? ___ Yes ___ No

2. Is there a minimum of 29 inches of knee clearance from the floor to the bottom of the apron or counter? ___ Yes ___ No

3. Do the faucets have lever handles or are they electronically controlled? ___ Yes ___ No
   (operable with one hand and not requiring tight grasping, pinching or twisting of the wrist)

4. Is the plumbing insulated or otherwise covered so that there are no sharp or abrasive edges exposed? ___ Yes ___ No

5. Are the vending machine controls located no more than 48 inches above the floor for front approaches or 54 inches above the floor for side approaches? ___ Yes ___ No

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

Comments:
SPACES: BREAK ROOM (Continued)

7. Are accessories and condiments located within the reach ranges shown in the diagrams?
   __ Yes __ No

8. Are at least 5% of the table top heights between 28 inches and 34 inches above the floor?
   (30 inch maximum preferred)
   __ Yes __ No

9. Do the same tables have a minimum knee clearance of 27 inches above the floor?
   (29 inch preferred)
   __ Yes __ No

10. Does the knee clearance extend at least 19 inches beneath the table?
    (24 inch minimum preferred)
   __ Yes __ No

11. Is the knee clearance at least 30 inches in width?
   __ Yes __ No

Comments:
<table>
<thead>
<tr>
<th>Capacity of Seating in Auditorium Area</th>
<th>Number of Required Wheelchair Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 to 25</td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
</tr>
<tr>
<td>51 to 300</td>
<td>4</td>
</tr>
<tr>
<td>301 to 500</td>
<td>6</td>
</tr>
<tr>
<td>over 500</td>
<td>6 plus 1 for each 100 additional seating spaces</td>
</tr>
</tbody>
</table>

1. Are wheelchair spaces provided in accordance with the table above?  
   ___ Yes ___ No

2. Do the wheelchair seating spaces provided measure a minimum of 33 inches wide by 48 inches deep for a forward approach or 33 inches wide by 60 inches deep for a side approach?  
   ___ Yes ___ No

3. Is the slope of the wheelchair spaces no greater than 1:50 (2%)?  
   ___ Yes ___ No

4. Is there at least one wheelchair seating area which provides a minimum of two wheelchair spaces?  
   ___ Yes ___ No

Comments:
5. Are the wheelchair seating areas designed so that companion seating is available next to the wheelchair seating?  
   ___ Yes ___ No

6. Are wheelchair spaces integrated and dispersed throughout the auditorium?  
   ___ Yes ___ No

7. Is the slope of the auditorium floor no greater than 1:10 (10%)?  
   ___ Yes ___ No

8. Is there an assistive listening system provided?  
   ___ Yes ___ No

9. Is the listening system located within 50 feet of the stage or performing area?  
   ___ Yes ___ No

10. Is there signage located in prominent locations notifying the public of the availability of the assistive listening system?  
    ___ Yes ___ No

11. If there are raised or lowered areas such as stages, dressing rooms, locker rooms, etc., are they accessible by a ramp or lift?  
    ___ Yes ___ No

Comments:

Types of Listening Systems.
Assistive listening systems (ALS) are intended to augment standard public address and audio systems by providing signals which can be received directly by persons with special receivers or their own hearing aids and which eliminate or filter background noise. The type of assistive listening system appropriate for a particular application depends on the characteristics of the setting, the nature of the program, and the intended audience. Magnetic induction loops, infra-red and radio frequency systems are types of listening systems which are appropriate for various applications.
SPACES: CONFERENCE ROOM

1. Is the table top between 28 inches and 34 inches above the floor? (30 inch maximum preferred)  
   ___ Yes ___ No

2. Does the table have a minimum knee clearance of 27 inches above the floor? (29 inch preferred)  
   ___ Yes ___ No

3. Does the knee clearance extend at least 19 inches beneath the table? (24 inch minimum preferred)  
   ___ Yes ___ No

4. Is the knee clearance at least 30 inches in width?  
   ___ Yes ___ No

5. Is there an access aisle of at least 36 inches wide provided?  
   ___ Yes ___ No

6. Is there an assistive listening system provided?  
   ___ Yes ___ No

7. Is there a mix of chairs having arm rests and casters?  
   (suggestion) ___ Yes ___ No

Comments:
SPACES: DRESSING AND FITTING ROOM

1. Is there adequate clear floor space provided within the room to allow a person using a wheelchair to make a 180 degree turn? (5 foot diameter circle)  
   ___ Yes ___ No

2. With entry door in a 90 degree open position, is there a minimum of 32 inches of clear space from the face of the door to the latch side door stop?  
   ___ Yes ___ No

3. Is the door hardware operable by a single effort with one hand not requiring tight grasping, pinching or twisting of the wrist?  
   ___ Yes ___ No

4. Is the door hardware either a lever handle or loop-style type?  
   ___ Yes ___ No

5. Does the room provide a fixed bench 17 inches to 19 inches above the floor that is a minimum of 24 inches deep and 48 inches long?  
   ___ Yes ___ No

6. If mirrors are provided in dressing rooms, does the accessible dressing room have a full-length mirror measuring a minimum of 18 inches wide by 54 inches long and located so as to be viewed from the bench?  
   ___ Yes ___ No

7. Do 5%, but not less than 1, of dressing rooms for each type of use in each cluster of dressing rooms comply with the requirements in this section?  
   ___ Yes ___ No

Comments:
ELEMENTS: TELEPHONE

1. Is there a clear floor space of at least 30 inches by 48 inches adjacent to the telephone? ___ Yes ___ No

2. Are the operating controls located no more than 48 inches above the floor for a front approach or 54 inches above the floor for a side approach? ___ Yes ___ No

3. Are the telephones equipped with volume control? ___ Yes ___ No

4. Are the telephone controls pushbutton type? ___ Yes ___ No

5. Is the cord from the telephone to the handset at least 29 inches long? ___ Yes ___ No

6. If there are three or less public telephones, is a fixed or portable text telephone (TTY) provided?
   OR
   If there are four or more public telephones, is a permanently affixed TTY provided? ___ Yes ___ No

7. Do a minimum of 25%, not less than one, of the telephones on each floor comply with the requirements above? ___ Yes ___ No

8. On floors with two or more banks of telephones provided, does at least one phone per bank comply with the requirements above? ___ Yes ___ No

Comments:
ELEMENTS: TELEPHONE (Continued)

9. Do the telephone locations not meeting the above requirements have directional signage indicating the location of the nearest such device?  
   ____ Yes __ No

10. Are the accessible telephones integrated and dispersed throughout the floor?  
    ____ Yes __ No

11. Do a minimum of 25% of the non-accessible telephones have a volume control device?  
    ____ Yes __ No

Comments:
ELEMENTS: DRINKING FOUNTAIN

1. Is there a clear floor space of at least 30 inches by 48 inches adjacent to the drinking fountain?  
   ____ Yes ____ No

2. Is the spout mounted no more than 36 inches above the floor?  
   ____ Yes ____ No

3. Is the spout mounted at the front of the unit?  
   ____ Yes ____ No

4. Is the water flow at least 4 inches high in a trajectory parallel or nearly parallel to the front of the unit?  
   ____ Yes ____ No

5. Is the operating control mounted at the front of the unit or on the side near the front edge?  
   ____ Yes ____ No

6. If wall mounted, is there at least 27 inches of knee clearance from the floor?  
   ____ Yes ____ No

7. Do at least 50% of the drinking fountains per floor comply with questions 1-6 above?  
   ____ Yes ____ No

8. If there is only one drinking fountain on the floor, does it have both a high and a low spout?  
   ____ Yes ____ No

Comments:
1. Is a clear floor space 30 inches wide by
   48 inches long provided next to the kiosk? ___ Yes ___ No

2. If the kiosk allows for a forward approach
   only, are the controls located no more
   than 48 inches above the floor?
   OR
   If a side approach is provided, are the
   controls located within the reach
   ranges shown in the table? ___ Yes ___ No

3. Are all operating controls and mechanisms
   operable with one hand without tight
   grasping, pinching, or twisting of the wrist? ___ Yes ___ No

4. Do all operating controls and mechanisms
   operate with no more than 5 lbs. of force? ___ Yes ___ No

5. Are all instructions and information accessible
   to and independently usable by persons who
   are blind or have limited vision? ___ Yes ___ No

Comments:
ELEMENTS: SALES AND SERVICE COUNTERS

1. Do counters for sales, distribution of goods or services have a portion of the counter at least 36 inches wide which is no more than 36 inches above the floor?  
   ___ Yes ___ No

2. Is the clear aisle width at least 36 inches?  
   ___ Yes ___ No

3. Does at least one of each type of counter comply with questions 1 and 2?  
   ___ Yes ___ No

4. Are accessible counters dispersed throughout the facility?  
   ___ Yes ___ No

5. Are the accessible counters located on accessible routes?  
   ___ Yes ___ No

6. Are accessible counters identified with the international wheelchair symbol mounted above the check-out aisle in the same location as the check-out number or type of check-out?  
   ___ Yes ___ No

7. Does the number of accessible check-out aisles provided comply with the table?  
   ___ Yes ___ No

Comments:

<table>
<thead>
<tr>
<th>Total Check-out Aisles of Each Design</th>
<th>Minimum Number of Accessible Check-out Aisles of Each Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>1</td>
</tr>
<tr>
<td>5-8</td>
<td>2</td>
</tr>
<tr>
<td>9-15</td>
<td>3</td>
</tr>
<tr>
<td>over 15</td>
<td>3, plus 20% of additional aisles</td>
</tr>
</tbody>
</table>
SPECIAL FACILITIES: RESTAURANT AND CAFETERIA
(These requirements are in addition to all other applicable requirements)

1. Are table top heights between 28 inches and 34 inches above the floor? (30 inch maximum preferred)  
   ___ Yes ___ No

2. Do the same tables have a minimum knee clearance of 27 inches above the floor? (29 inch preferred)  
   ___ Yes ___ No

3. Does the knee clearance extend at least 19 inches beneath the table? (24 inch minimum preferred)  
   ___ Yes ___ No

4. Is the knee clearance at least 30 inches in width?  
   ___ Yes ___ No

5. Are accessible tables located on an access aisle which is a minimum of 36 inches wide?  
   ___ Yes ___ No

6. Are a minimum of 5% of the tables in compliance with questions 1-5 above?  
   ___ Yes ___ No

7. Are all dining areas, including raised and sunken areas and outdoor areas, located on an accessible route? (Exception: mezzanine seating that is no more than 33% of the total seating area)  
   ___ Yes ___ No

Comments:
SPECIAL FACILITIES: RESTAURANT AND CAFETERIA (Continued)
(These requirements are in addition to all other applicable requirements)

8. Are tray slides no more than 34 inches
   above the floor?  ____ Yes ____ No

9. Does the food service line have a minimum
   clear width of 36 inches?
   (42 inch preferred)  ____ Yes ____ No

10. Is a service cart available for use in
    obtaining and delivering food from
    the food area to the seating area?
    (suggestion)  ____ Yes ____ No

11. At counters and bars exceeding 34 inches
    in height, is there a portion of the counter
    a minimum of 60 inches in length that meets
    the requirements of questions 1-5 of this section?  ____ Yes ____ No
    (or service can be provided at accessible tables within the same area)

12. Are the condiments and tableware located
    within the reach ranges shown in the diagrams?  ____ Yes ____ No

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

14. Are the vending machine controls located no more
    than 48 inches above the floor for a front approach
    or 54 inches above the floor for a side approach?  ____ Yes ____ No

Comments:
SPECIAL FACILITIES: LIBRARY
(These requirements are in addition to all other applicable requirements)

1. Are table top heights between 28 inches and 34 inches above the floor? (30 inch maximum preferred)
   ___ Yes ___ No

2. Do the same tables have a minimum knee clearance of 27 inches above the floor? (29 inch preferred)
   ___ Yes ___ No

3. Does the knee clearance extend at least 19 inches beneath the table? (24 inch minimum preferred)
   ___ Yes ___ No

4. Is the knee clearance at least 30 inches in width?
   ___ Yes ___ No

5. Are a minimum of 5% of each type of fixed seating, tables or carrels in compliance with questions 1-4 above?
   ___ Yes ___ No

6. Does at least one lane at each check-out area have a minimum counter area measuring 36 inches wide which is no more than 36 inches above the floor?
   ___ Yes ___ No

7. Is there a minimum clear space of 44 inches between book racks, card catalogs, magazine displays, etc.?
   ___ Yes ___ No

8. Are card catalogs and magazine displays located within the reach ranges shown in the diagram?
   ___ Yes ___ No

Comments:
SPECIAL FACILITIES: MEDICAL CARE FACILITY
(These requirements are in addition to all other applicable requirements)

1. In general purpose hospitals, psychiatric facilities and detoxification facilities, are at least 10% of the patient bedrooms and associated toilet rooms accessible?  __ Yes __ No

2. In hospitals and rehabilitation facilities specializing in mobility treatment, are all patient bedrooms and associated toilet rooms accessible?  __ Yes __ No

3. In long term care facilities and nursing homes, are at least 50% of the patient bedrooms and associated toilet rooms accessible?  __ Yes __ No

4. In long term care facilities and nursing homes, are the non-accessible patient rooms adaptable (provide wheelchair maneuvering space and clearances without actual accessible fixtures, i.e., grab bars, knee clearances, etc.)?  __ Yes __ No

Comments:
SPECIAL FACILITIES: MEDICAL CARE FACILITY (Continued)
(These requirements are in addition to all other applicable requirements)

5. Does each accessible patient room provide a turning space to allow a person using a wheelchair to make a 180 degree turn?
   (in rooms with two beds, it is preferred that the space be provided between the two beds)
   __ Yes __ No

6. Does each accessible patient room provide a 36 inch minimum wide space on each side of the bed that is connected to an accessible route?
   __ Yes __ No

7. If bathrooms are provided within the accessible bedroom, do both areas meet accessibility requirements?
   __ Yes __ No

Comments:
SPECIAL FACILITIES: TRANSIENT LODGING
(These requirements are in addition to all other applicable requirements)

1. Is each accessible unit, sleeping room or suite located on an accessible route? ___ Yes ___ No

2. Do the accessible sleeping rooms have a 36 inch clear width maneuvering space on each side of a single bed? ___ Yes ___ No
   OR
   If there are two beds, is the 36 inch space provided between the beds? ___ Yes ___ No

3. Do all doors in common use areas and within each accessible unit, sleeping room or suite comply with the requirements contained in the BUILDING: DOORWAY section on pages 23 and 24 of this survey? ___ Yes ___ No
   (Doors not requiring full user passage, such as shallow closets, may have a clear opening not less than 20 inches)

4. Do all doorways within the non-accessible sleeping rooms and suites, provide a clear opening of 32 inches measured from the face of the open door to the latch side door stop? ___ Yes ___ No
   (Doors not requiring full user passage, such as shallow closets, may have a clear opening not less than 20 inches)

Comments:
SPECIAL FACILITIES: MEDICAL CARE FACILITY (Continued)
(These requirements are in addition to all other applicable requirements)

8. Does at least one accessible entrance
to the facility have a canopy or overhang
to protect from the weather?    __ Yes __ No

9. Is a drop-off area incorporated at the
protected entrance?      __ Yes __ No

10. If the medical care facility is an outpatient
unit, are at least 10% of the parking
spaces accessible and reserved
for persons with disabilities?
   __ Yes __ No

   OR

   If the medical care facility specializes in
treatment or services for persons with
mobility impairments, are at least 20%
of the parking spaces accessible and
reserved for persons with disabilities?
   __ Yes __ No
   (See Parking Survey section for specific requirements)

11. When telephones are located in or adjacent to
a hospital emergency room, recovery room or
waiting room, is there a text telephone (TTY)
available at each such location?    __ Yes __ No

Comments:
SPECIAL FACILITIES: TRANSIENT LODGING (Continued)
(These requirements are in addition to all other applicable requirements)

5. Is at least one of each type storage space
   within the accessible unit, sleeping room
   or suite no higher than 54 inches above the
   floor for a side approach in a wheelchair?
   ___ Yes ___ No
   OR
   48 inches above the floor for a front approach?
   ___ Yes ___ No

6. In closets with less than a 32 inch clear opening
   door, or where the distance from the wheelchair
   to the shelf or close rod exceeds 10 inches, do
   the reach ranges comply with the diagrams?
   ___ Yes ___ No

7. Are all controls within the accessible unit,
   sleeping room or suite no higher than 54 inches
   above the floor for a side approach in a wheelchair?
   ___ Yes ___ No
   OR
   48 inches above the floor for a front approach?
   ___ Yes ___ No

Comments:
SPECIAL FACILITIES: TRANSIENT LODGING (Continued)
(These requirements are in addition to all other applicable requirements)

8. When provided as part of an accessible unit, sleeping room or suite, are the following spaces accessible and located on an accessible route?

   (a) the living area. __ Yes __ No

   (b) the dining area. __ Yes __ No

   (c) at least one sleeping area. __ Yes __ No

   (d) patios, terraces, or balconies. __ Yes __ No

   (e) at least one bathroom. __ Yes __ No

9. When provided as part of an accessible unit, sleeping room or suite, are counter tops associated with kitchens, kitchenettes or wet bars no more than 34 inches above the floor? __ Yes __ No

10. Is a clear floor space a minimum of 30 inches wide by 48 inches long provided adjacent to accessible counters in question 13 as well as associated cabinets, sinks and appliances? __ Yes __ No

11. Is at least 50% of shelf space in cabinets or refrigerator/freezers from question 14 within the reach ranges as shown in the diagrams? __ Yes __ No

Comments:
SPECIAL FACILITIES: TRANSIENT LODGING (Continued)
(These requirements are in addition to all other applicable requirements)

12. Is a visual alarm provided which is connected to the building emergency alarm system? ___ Yes ___ No

13. Is the alarm in question 17 visible from all areas within the unit, room or suite? ___ Yes ___ No

14. Is a visual notification system provided for incoming telephone calls and a door knock or bell? ___ Yes ___ No

15. If telephones are provided in the unit, room or suite, do they have volume controls? ___ Yes ___ No

16. Is there an electrical outlet provided within 4 feet of the telephone to facilitate the use of a TTY? ___ Yes ___ No

17. Is the number of accessible units, sleeping rooms or suites meeting the above requirements (questions 1-16) in compliance with Table A? ___ Yes ___ No

18. In addition, is the number of accessible units, sleeping rooms or suites meeting the requirements of questions 12-16 in compliance with Table B? ___ Yes ___ No

Comments:
<table>
<thead>
<tr>
<th>Number of Rooms</th>
<th>Accessible Rooms</th>
<th>Rooms with Roll-in Showers</th>
<th>Total Number of Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4</td>
<td>1</td>
<td>4</td>
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<tr>
<td>101 to 150</td>
<td>5</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>151 to 200</td>
<td>6</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
<td>3</td>
<td>Sum of Accessible Rooms and Rooms with Roll-in Showers</td>
</tr>
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<td>301 to 400</td>
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<td>4</td>
<td>over 400</td>
</tr>
<tr>
<td>401 to 500</td>
<td>9</td>
<td>2% of total</td>
<td>over 100</td>
</tr>
<tr>
<td>501 to 1000</td>
<td>20 plus 1 for each 100</td>
<td>4 plus 1 for each additional 100</td>
<td>over 1000</td>
</tr>
<tr>
<td>1001 and over</td>
<td>20 plus 1 for each 100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table A

<table>
<thead>
<tr>
<th>Number of Rooms</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
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<td>76 to 100</td>
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<tr>
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<td>9</td>
</tr>
<tr>
<td>501 to 1000</td>
<td>2% of total</td>
</tr>
<tr>
<td>1001 and over</td>
<td>20 plus 1 for each 100</td>
</tr>
</tbody>
</table>

Table B

55
RECOMMENDATIONS FOR CHILDRENS ENVIRONMENTS

Drinking Fountains – For children ages 12 and younger

1. Is the spout height no more than 30 inches above the floor? ___ Yes ___ No

2. Is a parallel approach provided adjacent to the drinking fountain? ___ Yes ___ No

Restrooms - For children ages 12 and younger

1. Is the height of the toilet seat between 11 inches and 17 inches above the floor? ___ Yes ___ No

2. Is the height of the horizontal grab bar between 18 inches and 27 inches above the floor? ___ Yes ___ No

3. Is the distance from the center line of the toilet to the side wall between 12 inches and 18 inches? ___ Yes ___ No

4. Is the height of the toilet paper dispenser between 14 inches and 19 inches above the floor? ___ Yes ___ No

5. Are the flush valves for the toilet no more than 36 inches above the floor? ___ Yes ___ No

Comments:
RECOMMENDATIONS FOR CHILDREN'S ENVIRONMENTS (Continued)

Restrooms - For children ages 12 and younger (Continued)

6. Is the rim of the sink no more than 31 inches above the floor? (ages 6-12) ___ Yes ___ No

7. Is the knee clearance at least 24 inches from the floor to the bottom of the apron? (ages 6-12) ___ Yes ___ No

8. For ages 5 and younger, rim height and knee clearance do not apply, but is a parallel approach provided adjacent to the sink? ___ Yes ___ No

Seating, Tables and Work Surfaces- For children ages 12 and younger

1. Are knee clearances at least 24 inches high?
   AND
   At least 19 inches deep?
   AND
   At least 30 inches wide?
   ___ Yes ___ No

2. Are table top heights between 26 inches and 30 inches above the floor? ___ Yes ___ No

3. For ages 5 and younger, table top and knee clearances do not apply, but is a parallel approach provided adjacent to the table? ___ Yes ___ No

Comments:
SPECIAL FACILITIES: RECOMMENDATIONS FOR CHILDREN'S ENVIRONMENTS (Continued)

Ramps

14. Is the maximum slope of the ramp 1:16? (1:20 is preferred) __ Yes __ No

15. Is the maximum horizontal run of the ramp no more than 20 feet? __ Yes __ No

16. Is the minimum width of the ramp 44 inches? __ Yes __ No

17. If a turn is required at the bottom of the ramp, does the turn begin beyond the five foot landing required at the bottom of the ramp? __ Yes __ No

18. Are double handrails provided on both sides of the ramp - one at the standard height of 30 inches to 34 inches above the ramp surface, another at 16 inches to 26 inches above the surface? __ Yes __ No

Stairs

19. Are double handrails provided on both sides of the stair - one at the standard height of 30 inches to 34 inches above the nosing and another at 16 inches to 26 inches above the nosing? __ Yes __ No

20. Are there two or more different types of detectable warnings provided at the top of the stair? (e.g. contrasting color and texture) __ Yes __ No

Comments:
Some of the information in this document was developed by the Adaptive Environments Center in cooperation with the Massachusetts Executive Office of Administration and Finance Division of Capital Planning and Operations and the Office of Disability Affairs.

(Revised June, 1999)