Name of Building or Facility: City of Anacortes - City Hall
Address: 904 10th Street
City: Anacortes State: WA Zip: 98221

Do you know what year this building was constructed? ________

Name of persons performing survey with email address and phone number:
Mike Gibson Signature: ____________________________
Email: lfgibson@msn.com Phone: 360-399-7606

Date of completion: 5-11-16
How long did it take to perform this accessibility survey? 1 1/2 hrs

Do you have suggestions about the survey design or the instructions?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Do you have comments about the accessibility survey process?
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Reviewed by: ____________________________ Date: ____________________________
ACCESSIBILITY CHECKLIST

WASHINGTON STATE

Northwest ADA Center
University of Washington
6912 220th Street SW – Suite 105
Mountlake Terrace, WA 98043
Toll Free (800) 949-4232
TTD (425) 771-7426
www.nwadacenter.org
ACCESSIBILITY CHECKLIST
PURPOSE AND USE

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

The Checklist is designed so that a "YES" answer indicates "ACCESSIBLE".
A "NO" answer indicates that the item is present but is a "NON-ACCESSIBLE" 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)
Washington State Building Code (www.ga.wa.gov/sbcc/)

Safe Harbor - If your facility was built or altered in the past 20 years in compliance with the 1991 Standards, or you removed barriers to specific elements in compliance with those earlier Standards, you do not have to make further modifications to those elements — even if the new standards have different requirements for them — to comply with the 2010 Standards. 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 or state or local government entities must remove architectural barriers to elements subject to the new requirements in the 2010 Standards when it is readily achievable to do so.

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

Developed with support of a grant from the National Institute on Disability and Rehabilitation Research (NIDRR).
Revised Sept 2012 by Northwest ADA Center.
We encourage duplication and use of this document.
## ACCESSIBILITY CHECKLIST

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</tbody>
</table>
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 and takes notes while the other person performs the measurements. It is 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 on this checklist can be identified on the floor plan.

Tools
- Clipboard to make recording on the checklist easier.
- Flexible steel tape measure.
- Carpenter’s level for measuring slope on ramps and inclined walkways.
- Digital fish scale or pressure gauge for measuring door opening force.
- Digital camera for identification of barriers and accessible features. Pictures can be provided to BluePath for technical assistance and for website.

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 edge of the door stop. 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 measured by taking 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 3 inches rise over 36 inches horizontal distance or 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.
Priority 1: PARKING

This is the welcome sign for your business! People with disabilities should be able to arrive at your business and easily locate & use accessible parking.

1. Facility Parking

Does your facility provide parking spaces designated for use by individuals with disabilities?

Note: This does not apply to on-street parking spaces.

* If your business does not provide a public parking lot, go to Priority 2 on page 4.

2. Number of Accessible Spaces

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

<table>
<thead>
<tr>
<th>Total Parking Spaces</th>
<th>Designated Accessible Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
</tr>
<tr>
<td>26 to 50</td>
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<td>51 to 75</td>
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<td>101 to 150</td>
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<tr>
<td>151 to 200</td>
<td>6</td>
</tr>
<tr>
<td>201 to 300</td>
<td>7</td>
</tr>
<tr>
<td>301 to 400</td>
<td>8</td>
</tr>
<tr>
<td>401 to 500</td>
<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 over 1000</td>
</tr>
</tbody>
</table>

Note: At least one of every 6 accessible parking spaces must be designated "van accessible." For example, if the facility has only one accessible parking space, then that space must be van accessible. If you have 7 accessible parking spaces then 2 must be van accessible. See Item 5 on the next page.

* If no, how many accessible parking spaces are available?

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

3. Space Location

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

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.

Are the accessible parking spaces located on a level area?

Note: Surface of parking spaces and access aisles should not exceed 2% slope in any direction.
Priority 1: PARKING

4. Identification and Dimensions of Car Parking Spaces

Are there signs at each accessible parking space showing the International Symbol of Accessibility posted at a height of at least 5 feet measured from the bottom edge of the sign to the ground?

If No, what are the heights? 1. _____ 2. _____ 3. _____

Are car parking spaces a minimum of 8 feet wide?
If No, what are the widths? 1. _____ 2. _____ 3. _____

Do access aisles next to the car parking spaces have a minimum width of 5 feet?
If No, what are the widths? 1. _____ 2. _____ 3. _____

Note: Two accessible parking spaces may share a common access aisle.

5. Identification and Dimensions of Van Accessible Parking Spaces

Is there at least ONE van accessible space for every SIX accessible parking spaces?
If No, how many van accessible spaces? ______
How many total accessible spaces? ______

* NEW - 2010 ADA Standards require one van per six accessible (as does WA state building code)

Are the van accessible parking spaces designated by an additional sign indicating “Van Accessible”?

Do the van accessible parking spaces have a minimum vehicle area width of 8 feet (96 inches) and a minimum accompanying access aisle of at least 8 feet (96 inches)?

- OR -

...a minimum vehicle area width of 11 feet (132 inches) and an accompanying access aisle of at least 5 feet (60 inches)?

If No, what are the widths?
Parking space: _____ Access aisle: _____
Priority 1: PARKING

6. Passenger Loading Zone
If your facility has a passenger loading zone, does it have an unobstructed access aisle at least 5 feet wide and is it as long as the vehicle pull-up space?

If No, what is the width? _____ and length? _____

Note: The vehicle pull-up space must be a minimum of 8 feet wide and 20 feet long.

Is the access aisle at the same level as the vehicle pull-up space?

Is the access aisle marked to discourage parking in that space?

7. Curb Ramps
Are curb ramps provided where accessible routes cross over a curb?

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?
If No, what are the slopes? 1. ____ 2. ____ 3. ____

Do curb ramps have a minimum clear width of 36 inches?
If No, what are the widths? 1. ____ 2. ____ 3. ____

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

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?
If No, what are the lengths? 1. ____ 2. ____ 3. ____

Note: Where it is not possible to provide a level landing at the top of a curb ramp, a curb ramp with flared sides that do not exceed a slope of 1:12 is an alternative.
Priority 2: ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

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

1. Ground and Floor Surfaces
   Are ground, floor and walking surfaces along accessible routes stable, firm, smooth and slip-resistant?

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

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

   Where vertical elevation changes are between 1/4 and 1/2 inches in height, is the level change beveled?

   **Note:** Anything more than a 1/2 inch is considered a ramp.

   Are ramps provided for changes in surface level which exceed 1/2 inch in height? (See ramp requirements on pages 5 and 6).

3. Clear Widths and Slopes for Walkways
   Is there at least one accessible route from the accessible parking areas or passenger loading zones to the accessible building entrance?

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

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

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

   Do all walkways along accessible routes have cross slopes that are 1:48 or less?
Priority 2: ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

**IS THERE A RAMP LOCATED ON THE EXTERIOR OF YOUR BUSINESS SITE?**

- **Yes**  
- **No**  

**IF NO, SKIP TO #9.**

4. Ramp Slope and Clear Width

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

- **Yes**
- **No**

**Note:** A 1:12 slope is 1 inch of vertical rise to every 12 inches of horizontal distance.

Does the ramp have a clear unobstructed width of at least 36 inches?

- **Yes**
- **No**

If No, what is the clear width of the ramp? ____

5. Landings

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

- **Yes**
- **No**

If No, how long is the landing? ____

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

- **Yes**
- **No**

If No, what are the dimensions of the landings? ____ x ____

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

6. Ramp Handrails

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

- **Yes**
- **No**
- **NAV**

7. Handrail Location

*(Skip if previous question was NAV)*

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

- **Yes**
- **No**

If No, what is the height of the top of the handrails? ____

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 the wall, is the gap between the handrail and the wall exactly 1-1/2 inches?

- **Yes**
- **No**

If No, what is the width of the gap? ____

If the handrail 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 diameter no more than 2 1/4 inches maximum?

- **Yes**
- **No**
8. Protective Edges on Ramps
Do ramps and landings have edge protection?

**Note:** Edge protection can be provided by:

1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
2. A curb or barrier that prevents passage of a crutch, a wheel on a wheelchair or other mobility aid from going over the edge of the ramp or landing.

Examples are:
- curbs at least 4 inches high,
- horizontal rails placed no more than 4 inches from the floor or wall
- vertical railing 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.
Priority 2: ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

9. Doorway Width and Maneuvering Clearance
   Is there a minimum of 60 x 60 inches of level landing space centered at the front of the accessible entrance?
   If No, what are the dimensions of the landing? ____ __________________________

   Do accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches?
   If No, what are the widths of the clear openings at entrances? 1._____ 2._____ 3._____ 

   Do the push or pull sides of doors have adequate clearance from the side and front of the doorway to allow customer to reach handle and maneuver around and through the door opening?
   If No, what are the side and front (approach) distances? Side: ____ Front: ____ 

   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 (shown in top figure).

   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 (shown in bottom figure).

   Note: Automatic or power assisted doors do not typically require these types of maneuvering clearances adjacent to the doors.

10. Door Opening Force
   Is the force required to open accessible exterior entrances no more than 10 pounds?
   If No, what is the opening force? ____

   Note: Automatic or power assisted doors do not typically require these types of maneuvering clearances adjacent to the doors.
Priority 2: ACCESSIBLE 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?

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?

12. Doors in Series

If two doors in a series swing in the same direction (see top figure), is the distance between the walls (door surfaces when closed) at least 48 inches plus the width of the in-swinging door? If No, what is this distance? ____

If two doors in series swing in opposite directions (see bottom figure) is the distance between the walls (door surfaces when closed) at least 48 inches? If No, what is this distance? ____

13. Thresholds

Are the heights of all thresholds 1/2 inch or less?

If No, what are the heights? 1. ____ 2. ____ 3. ____

Note: Any threshold between 1/2 inch and 3/4 inches must be beveled.
Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

1. Doors in Public Spaces
   Do the interior doors in public spaces have at least a 32-inch clear, unobstructed opening?
   □ Yes □ No □ NAV
   If No, what are the opening widths of the doors?
   1. _____ 2. _____ 3. _____
   Note: With double doors, at least one door must have a minimum clear opening of 32 inches.

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 open the door?
   (See Priority 2, Item 9 on page 7 for more information)
   □ Yes □ No □ NAV
   If No, what are the side and front (approach) distances? Side: _____ Front: _____

3. Signs for Permanent Rooms and Spaces
   Are signs designating permanent rooms and spaces, such as restrooms or conference rooms, designed to have good contrast (very dark and very light) between characters and background, adequate character size for viewing distance, raised (tactile) characters and Braille?
   □ Yes □ No □ NAV
   Are signs mounted so that the tactile characters are between 48 to 60 inches from the floor surface?
   □ Yes □ No
   If No, what are the heights?
   Max: _____ Min: _____

   ★ NEW 2010 Standards effective when you remodel:
   Signs must be mounted so the bottom edge of the highest tactile characters is 60 inches max above the floor and the lowest tactile characters are 48 inches minimum from the floor.

4. Door Opening Force
   Can interior doors be opened with 5 lb or less force?
   □ Yes □ No □ NAV
   (See Notes on Item 2, page 18)
   If No, what is the force required to open the doors?
   1.10.0 2.10.2 3. _____

5. Door Handle Height
   Are door handles mounted no higher than 48 inches and no lower than 34 inches from the floor surface?
   □ Yes □ No □ NAV
   If No, what is the height? 1. _____ 2. _____ 3. _____
Priority 2: ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

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 the path of travel?

If No, how far do the objects protrude? _____

Note: Examples include telephones, water fountains, signs, planters, lamps, etc.

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

If No, how far is the overhead object from floor level? _____

15. Suspended Stairs

Are all suspended stairs or other overhead obstructions provide sufficient warning devices, for example, railings, planters, etc., to alert people who are visually impaired?

☐ Yes ☐ No ☐ NAV
Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

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?

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

7. Thresholds
   Are the heights of all thresholds 1/2 inch or less?
   If No, what are the heights? 1. 2. 3.

   Note: Any threshold between 1/2 inch and 3/4 inches must be beveled.

8. Aisle Width and Reach to Products
   Do all aisles and pathways to goods and services have a minimum clear, unobstructed passage width of 36 inches?
   If No, what are these minimum passage widths? 1. 2. 3.

   If products or goods are available, are they within reach?

   Note: For a forward reach, the maximum height is 48 inches and the minimum low distance from the floor is 15 inches. For a side reach, the maximum height is 54 inches and the minimum height should be 9 inches.

   If No, what are the maximum and minimum heights?
   Forward (Max) 1. 2. 3. (Min) 1. 2. 3.
   Side (Max) 1. 2. 3. (Min) 1. 2. 3.

   * NEW 2010 Standards effective when you remodel:
   Both forward AND side reach ranges will be 48 inches maximum and 15 inches minimum heights.

9. Turning Space
   Is there adequate turning space for a wheelchair or other mobility device?

   Note: A turning space may have:
   1. A minimum diameter of 60 inches (top figure), or,
   2. T-shaped space where the width is not less than 36 inches (bottom figure).

   If No, what are the turning diameters or widths of the spaces available? 1. 2. 3.
Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

If Items 10-11 can only apply to tables in a restaurant, skip to Item 12 and complete the Restaurant section on pg. 34-35.

10. Table Placement and Seating Distribution
   If tables or work surfaces are available, is there a 36 inch aisle clearance and a 30 inch wide space at the tables or work surfaces for wheelchair access?
   If No, what are the widths of the aisle clearances?  
   1.____  2.____  3.____

   Are seating spaces for wheelchairs distributed throughout?
   Note: People should be able to choose the locations and types of tables, seating and other furnishings.

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

11. Table Height and Legroom
   Does the space under MOST tables have legroom (clear opening for knee space) of at least 27 inches in height, 30 inches in width, and 17 inches in depth?
   If No, what are the dimensions available for leg clearance?
   H:_____  W:_____  D:_____

   Is the top surface of the table 28 inches minimum to 34 inches in maximum height?
   If No, what is the table top height?_____

12. Protruding Objects on the Interior of Your Facility
   Do protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 inches into the path of travel?
   If No, how far do the objects protrude?_____

   Do walks, halls, corridors, passageways, aisles or other circulation spaces have a minimum head clearance of 80 inches?
   If No, how far is the overhead object from floor level?_____
### Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

#### IS THERE A RAMP LOCATED ON THE INTERIOR OF YOUR BUSINESS SITE?

<table>
<thead>
<tr>
<th>Yes</th>
<th>IF NO, SKIP TO #18.</th>
<th>No</th>
</tr>
</thead>
</table>

#### 13. Ramp Slope and Clear Width

- Is the maximum slope of all ramps 1:12 (8.3%)?
  - Yes
  - No

  **Note:** A 1:12 slope is 1 inch of vertical rise to every 12 inches of horizontal distance.

- Does the ramp have a clear unobstructed width of at least 36 inches?
  - Yes
  - No

  If No, what is the clear width of the ramp? __________

#### 14. Landings

- Do ramps have a 5 foot long level landing at the top and bottom of each run?
  - Yes
  - No

  If No, how long is the landing? __________

- Do ramps have a 60 x 60 inch minimum turning space at level landings where the ramp changes direction?
  - Yes
  - No

  If No, what are the dimensions of the landings? ________ x ________

  **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, does it have handrails on both sides?
  - Yes
  - No

<table>
<thead>
<tr>
<th>NAV</th>
</tr>
</thead>
</table>

#### 16. Handrail Location

(Skip if previous question was NAV)

- Are handrails mounted so that their top surface is between 34 and 38 inches above the ramp surface?
  - Yes
  - No

  If No, what is the height of the top of the handrails? __________

- 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

  **Note:**

- If the handrail is mounted on the wall, is the gap between the handrail and the wall exactly 1-1/2 inches?
  - Yes
  - No

  If No, what is the width of the gap? __________

- If the handrail 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 diameter no more than 2 1/4 inches maximum?
  - Yes
  - No
17. Protective Edges on Ramps

Do ramps and landings have edge protection?

Note: Edge protection can be provided by:

1. By extending the floor surface of a ramp or landing at least 12 inches beyond the railing, or,
2. A curb or barrier that prevents passage of a crutch, a wheel on a wheelchair or other mobility aid from going over the edge of the ramp or landing.

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 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.
Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

**DOES THE FACILITY HAVE A PASSENGER ELEVATOR?**

- [ ] Yes
- [ ] No

**IF NO...**

SKIP TO #26.

18. Hall Call Buttons and Entrance Labels

Are call buttons in lobbies and halls mounted no higher than 54 inches when measured to centerline of highest operable part above the floor?

- [ ] Yes
- [ ] No

If No, what is the height? _____

Are there raised (tactile) characters and Braille to indicate floor destinations on both elevator jambs 60 inches above the floor surface?

- [ ] Yes
- [ ] No

19. Signal Identification

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

**Visual lights and/or numbers:**

- [ ] Yes
- [ ] No

**Audible Sounds:**

- [ ] Yes
- [ ] No

*For example, indicator sounds once for up and twice for down*

20. Elevator Car Dimensions

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

- [ ] Yes
- [ ] No

If No, what is the depth, width, and clear door opening?

D: _____ W: _____ O: _____

*Note: alternate dimensions might be acceptable...*
Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

21. Leveling

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

[ Diagram: Side View of Elevator, Floor Surface, Elevator Platform, 1/2 Inch Maximum ]

☐ Yes ☐ No

22. Gap Between Elevator and Floor

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

[ Diagram: Side View of Elevator, Floor Surface, Elevator Platform, 1-1/4 Inches Maximum ]

☐ Yes ☐ No

23. Protective Re-Opening Device

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

[ Diagram: Elevator Door Re-Opening Device ]

☐ Yes ☐ No

24. Car Controls and Position Indicators

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

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

If No, what is the distance from the elevator floor to the highest control?

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

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

Visual: ☐ Yes ☐ No

Audible: ☐ Yes ☐ No

[ Diagram: Interior View of Elevator Car, Elevation Controls, 48 Inches Maximum, 35 Inches Minimum ]

25. Emergency Communications

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

Is the highest operable part located no higher than 48 inches?

Are tactile symbols AND characters provided on or next to the device?

[ Diagram: Emergency Phone, Push for Help ]

☐ Yes ☐ No

☐ Yes ☐ No

☐ Yes ☐ No
Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

26. Water Fountains

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

☐ Yes ☐ No ☐ NAV

Is there an accessible route leading to the water fountain with a 30 x 48 inch clear floor space under or next to the fountain?

☐ Yes ☐ No

Is the maximum height of the spout 36 inches or less from the floor?

☐ Yes ☐ No

If the water fountain is installed in an alcove more than 8 inches deep, is the width of the alcove at least 30 inches?

☐ Yes ☐ No ☐ NAV

27. Automated Teller Machines (ATM)

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

☐ Yes ☐ No

Is the maximum height of all operable controls or buttons 48 inches for a front approach or for a parallel approach by a wheelchair?

☐ Yes ☐ No

Are instructions and information for use of the ATM accessible to persons with visual impairments?

☐ Yes ☐ No

Note: Function keys should contrast visually from background and machine must be "speech-enabled" and have Braille instructions for speech mode, input for headphones, etc.

If ATM does not meet these standards, contact the associated vendor.
Priority 4: PUBLIC RESTROOMS

If your facility has public restrooms, at least one for each gender or one unisex (single-user) must be accessible.

Does your facility offer restrooms to the public? □ Yes □ No

Note: M = Men's  W = Women's  If no, skip all of Priority 4.

1. Restroom Identification

Are the accessible restrooms clearly marked with a sign of the International Symbol of Accessibility and mounted so the bottom edge of the highest tactile characters are 60 inches maximum above the floor and the lowest tactile characters are 48 inches minimum from the floor?

If No, what are the heights? M:____ W:____

Do the signs identifying the accessible restrooms have raised (tactile) and Braille characters?

2. Restroom Entrances

Do accessible restroom entrances have a clear opening of 32 inches and maneuvering clearance adjacent to both sides of the doors which conforms to Priority 2, Item 9 on page 8?

If No, what are the clear openings? M:____ W:____

3. Turning Space

Is there adequate turning space for a wheelchair or other mobility device inside the restroom?

Note: A turning space may have a minimum diameter of 60 inches or a T-shaped space where the width is not less than 36 inches. See Priority 3, Item 9 on page 11.

If No, what are the turning diameters or widths of the spaces available?

M:____ W:____

4. Sink Heights

Is there at least one sink mounted so that the counter surface is no higher than 34 inches above the floor?

Is the knee clearance space at least 27 inches from the bottom of sink aprons to the floor?

Are drain pipes mounted so that there is at least 9 inches of toe clearance from the floor surface?

If No to any of the above, what are the measurements?

| top surface height:____ |
| bottom surface height:____ |
| Toe clearance below pipe:____ |

□ There is no clearance under the sink.

Skip to Item 6.
Priority 4: PUBLIC RESTROOMS

5. Protective Pipe Covering
   Is insulation or other protective covering used on exposed hot water and drain pipes under the sinks?
   - Yes
   - No
   - NAV

6. Sink Clear Floor Space
   Is there clear floor space (30 x 48 inches) provided in front of sinks to allow for forward approach?
   - Yes
   - No

   Note: A maximum of 19 inches out of the required 48 inches of clear floor space can be under the sink.
   If No, what are the dimensions of the clear space?
   M: ____ W: ____

   Is the total depth of knee and toe clearance beneath sinks at least 17 inches?
   - Yes
   - No

   Note: 17 inches allows for a combination of 11 inches of knee space (to the drain pipe for example) and an additional 6 inches for toe space (below pipe) to the wall.
   If No, what is the knee and toe clearance?
   M: (knee) ____ (toe) ____ W: (knee) ____ (toe) ____

7. Faucet Controls
   At accessible sinks, are the faucets controlled by a hand lever, push button, or electronic control that is easily operated by one hand, not requiring tight grasping, pinching, or twisting?
   - Yes
   - No
   - NAV

   If No, what is the distance? M: ____ W: ____

8. Restroom Mirror
   Does each accessible restroom have at least one mirror mounted 40 inches from the floor to the bottom edge of the reflective surface?
   - Yes
   - No
   - NAV

   If No, what are the heights? M: ____ W: ____

9. Dispensers in Restroom
   Are the soap/towel dispensers and other accessories mounted so that there is no more than 48 inches to the highest control or operable part?
   - Yes
   - No

   ★ NEW 2010 Standards effective when you remodel:
   Dispensers that were mounted at 54 inches for a side approach will need to be lowered to 48 inches.
Priority 4: PUBLIC RESTROOMS

10. Toilet Seat Height and Distance from Wall

Is the top of the accessible toilet seat 17 to 19 inches from the surface of the floor?
   If No, how high is the toilet seat?  M: 4 3/4 W: 4 1/2

Is the center of the toilet 16 inches minimum to 18 inches maximum from the side wall or partition?
   If No, how far are the centerlines from the wall or partition?  M: 15 1/2 W: 4 1/2

11. Grab Bars

Are two grab bars provided that include a 42 inch long bar on the side wall and a 36 inch long bar on the back wall (behind the toilet) and mounted at 33 to 36 inches above the floor?
   If No, what are the lengths and mounting heights of the grab bars?
   Side wall grab bar lengths M: ___ W: ___
   Back wall grab bar lengths M: ___ W: ___
   Mounting heights of grab bars M: ___ W: ___

Is the space between the wall and each grab bar 1 1/2 inches?
   If No, what is the space between the walls and grab bars?  M: ___ W: ___

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

12. Flush Controls

Are the flush controls on the OPEN side of the transfer area and mounted no higher than 48 inches above the floor?
   If No, at what height are they mounted?  M: ___ W: ___

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

13. Dispensers in Toilet Stall

Are seat cover dispensers located no higher than 48 inches?

Do toilet paper dispensers provide a continuous flow of paper and are they installed at least 15 inches above the floor?
   ...and at a distance between 7 and 9 inches from the front edge of the toilet to the center of the dispenser?  W: 7 to 9 inches
   15 INCHES MIN 48 INCHES MAX

If located ABOVE grab bar, is dispenser at least 12 inches maximum and 6 inches minimum above bar?

Note: The dispenser should not interfere with a person who needs to stand and hold the grab bar.
Priority 4: PUBLIC RESTROOMS

If you have single-user restrooms without a stall, skip to Item 18 for single-user restrooms.
If you have multiple- or single-user restrooms with stalls at least one must be accessible and meet the requirements in Items 14 - 17.

14. Stall Door

Do the accessible stalls have a clear opening of 32 inches and sufficient maneuvering clearance in front of and to the side of the latch? (See Priority 2, Item 9 on page 7)
M: 8 1/2 Side Entry Rush
If No, what is the width? M:____
W:____

Does 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.

15. Wheelchair Accessible Stall Size

If toilet stalls are provided, at least one should be wheelchair accessible. Do the wheelchair accessible stalls provide a minimum depth of 56 inches (wall-mounted toilets) or 59 inches (floor-mounted toilets) and a width of 60 inches?

If No, what is the depth? M:____ W:____

Is the width? M:____ W:____

16. Ambulatory Accessible Toilet Compartment

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

If yes, is at least one ambulatory stall provided?

Is the ambulatory stall 35 to 37 inches wide and 60 inches deep? If no, what are dimensions? ________________

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 and each grab bar 1 1/2 inches?

17. Urinals

If more than one urinal is provided, is at least one mounted so the rim is no more than 17 inches above the floor and the back of the fixture is 13 1/2 inches from the face of the rim?
Priority 4: PUBLIC RESTROOMS

18. Single-Occupant (Unisex) Toilet Rooms

Is the floor space around the toilet:

60 inches minimum measured from the side wall?
   If No, what are the side wall distances?
   M: _____ W: _____

56 inches minimum measured from the back wall?
   If No, what are the rear wall distances?
   M: _____ W: _____

There should be no obstructions within the space around the toilet, nor should a door swing into this space.

Exception: If a 30 x 48 inch clear floor space and 60 inches diameter turning space is provided beyond the arc of the door swing, the door may swing inward.

Tip: It is helpful to mount coat/purse hooks no higher than 48 inches in accessible stalls.
Please use this space to write us notes or provide us with a sketch: