BUILDING AND CONTACT INFORMATION

Name of Building or Facility: City of Anacortes, Museum
Address: 1305 8th 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: __________________________
_____________________________ Signature: __________________________

Email: hfdgibson@msn.com Phone: 360-399-7606

Date of completion: 4-19-16

How long did it take to perform this accessibility survey? 3 Hours

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Do you have comments about the accessibility survey process?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reviewed by: Date:

________________________________________________________________________

INFO
Hi Mike,

I spoke with Steve and he said to work with Linda on this. I am copying her on this email and will give a description below. The museum is closed on Mondays, Linda should be there between 10 and 4.

Linda, Mike will be doing a self-evaluation on our ADA compliance. He will be there on Wednesday to do the evaluation which will take about 5 hours. He will also need a copy of the museum floor plans.

Thank you and let me know if you have any questions.
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

Northwest ADA Center
ACCESSIBILITY CHECKLIST
PURPOSE AND USE

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

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

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

References
2010 ADA Standards for Accessible Design (www.ada.gov)
1991 ADA Standards for Accessible Design (www.ada.gov)

Safe Harbor - If 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

## Table of Contents

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction / Disclaimer</td>
<td></td>
</tr>
<tr>
<td>How to Perform an Accessibility Survey</td>
<td></td>
</tr>
<tr>
<td><strong>Priority 1. Parking</strong></td>
<td></td>
</tr>
<tr>
<td>Number of accessible spaces</td>
<td>1</td>
</tr>
<tr>
<td>Access aisles and van accessible spaces</td>
<td>2</td>
</tr>
<tr>
<td>Curb ramps</td>
<td>3</td>
</tr>
<tr>
<td><strong>Priority 2. Accessible Approach and Entrance</strong></td>
<td></td>
</tr>
<tr>
<td>Surfaces and walkways</td>
<td>4</td>
</tr>
<tr>
<td>Ramps</td>
<td>5</td>
</tr>
<tr>
<td>Door width</td>
<td>7</td>
</tr>
<tr>
<td>Door handles and thresholds</td>
<td>8</td>
</tr>
<tr>
<td>Protruding objects</td>
<td>9</td>
</tr>
<tr>
<td><strong>Priority 3. Access to Goods and Services</strong></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td>10</td>
</tr>
<tr>
<td>Aisle width, reach and turning space</td>
<td>11</td>
</tr>
<tr>
<td>Table placement and height</td>
<td>12</td>
</tr>
<tr>
<td>Ramps</td>
<td>13</td>
</tr>
<tr>
<td>Elevators</td>
<td>15</td>
</tr>
<tr>
<td>Water Fountains and ATMs</td>
<td>17</td>
</tr>
<tr>
<td><strong>Priority 4. Restrooms</strong></td>
<td></td>
</tr>
<tr>
<td>Entrance, turning space, mirrors and sinks</td>
<td>18</td>
</tr>
<tr>
<td>Pipes, floor space, faucets and dispensers</td>
<td>19</td>
</tr>
<tr>
<td>Toilets and grab bars</td>
<td>20</td>
</tr>
<tr>
<td>Accessible stalls and urinals</td>
<td>21</td>
</tr>
<tr>
<td>Single-User Restrooms</td>
<td>22</td>
</tr>
<tr>
<td><strong>Additional Requirements for Hotels</strong></td>
<td></td>
</tr>
<tr>
<td>Accessible Guest Rooms</td>
<td>23</td>
</tr>
<tr>
<td>Dispersion</td>
<td>24</td>
</tr>
<tr>
<td>Room numbers, doors and beds</td>
<td>25</td>
</tr>
<tr>
<td>Toilets and counters</td>
<td>27</td>
</tr>
<tr>
<td>Tubs and Showers</td>
<td>28</td>
</tr>
<tr>
<td>Conference Rooms</td>
<td>30</td>
</tr>
<tr>
<td>Swimming Pools</td>
<td>31</td>
</tr>
<tr>
<td>Fitness and Laundry Rooms</td>
<td>33</td>
</tr>
<tr>
<td>Transportation, Communication, Reservations, Training</td>
<td>34</td>
</tr>
<tr>
<td>Restaurants</td>
<td>35</td>
</tr>
<tr>
<td>Retail</td>
<td>37</td>
</tr>
<tr>
<td><strong>Notes and Sketch Page</strong></td>
<td>A</td>
</tr>
<tr>
<td><strong>Contact Information</strong></td>
<td>B</td>
</tr>
</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>
<td>2</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4</td>
</tr>
<tr>
<td>101 to 150</td>
<td>5</td>
</tr>
<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?

   2

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

   8

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?

Yes □ No □

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

Are car parking spaces a minimum of 8 feet wide?

Yes □ No □

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?

Yes □ No □

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?

Yes □ No □

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”?

Yes □ No □

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)?

Yes □ No □

- OR -

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

Yes □ No □

If No, what are the widths?

Parking space:  Access aisle: 

This could meet dimensions but is not marked or level.
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?

If No, what is the minimum clear width? 

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?

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.)
## Priority 2: ACCESSIBLE APPROACH AND ENTRANCE (Exterior Routes)

### 4. Ramp Slope and Clear Width

Is the maximum slope of all ramps 1:12 (8.3%)?
- [ ] Yes
- [ ] No
  - If No, what is the slope? _______

**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
    - [ ] NAV
  - 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:

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 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: 12" 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? 10.8

Interior Door (@ Accessible Lift) measured at 10.8 pounds
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 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?
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?
   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)
   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?
   Are signs mounted so that the tactile characters are between 48 to 60 inches from the floor surface?
   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?
   If No, what is the force required to open the doors?
   at accessible lift 1.____  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?
   If No, what is the height? 1.____  2.____  3.____
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)

13. Ramp Slope and Clear Width
   Is the maximum slope of all ramps 1:12 (8.3%)?
   If No, what is the slope? _____
   \[\text{Note: A 1:12 slope is 1 inch of vertical rise to every 12 inches of horizontal distance.}\]

   Does the ramp have a clear unobstructed width of at least 36 inches?
   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?
   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?
   If No, what are the dimensions of the landings? _____ x _____
   \[\text{Note: Landings are required where the maximum vertical rise for any length of run for a ramp is 30 inches.}\]

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

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?
   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?

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

   If the shape is non-circular, is the diameter no more than 2 1/4 inches maximum?
Priority 3: ACCESS TO GOODS AND SERVICES (Interior Routes and Spaces)

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
  - Requires staff assistance

- 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:
  - Audible Sounds:

  *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: 55 W: 36 O: 24

*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?
   - 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?
   - 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?
   - 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?
   - Yes
   - No
   Are all controls or buttons on the inside elevator control panel mounted no higher than 48 inches above the floor?
   - Yes
   - No
   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?
   - Yes
   - No
   Are visual and audible prompts provided in the interior of the car to indicate car position? (floor/level)
   - Visual: Yes
   - No
   - Audible: Yes
   - No

25. Emergency Communications
   Are emergency two-way communication systems provided between the inside of the elevator and a monitored point outside?
   - Yes
   - No
   Is the highest operable part located no higher than 48 inches?
   - Yes
   - No
   Are tactile symbols AND characters provided on or next to the device?
   - 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?

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?

☐ Yes ☐ No

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?

☐ Yes ☐ No

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.

☐ Yes ☐ No

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?

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No ☐ NAV

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
   - 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
   - No

   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
   - No

   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.
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:____ W:____

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:____ W:____

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?

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)
   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:____
   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?

UNISEX 49" M: _____ W: _____

56 inches minimum measured from the back wall?

If No, what are the rear wall distances?

UNISEX 54" 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:
CHAPTER 4: ACCESSIBLE ROUTES

410 Platform Lifts


Advisory 410.1 General. Inclined stairway chairlifts and inclined and vertical platform lifts are available for short-distance vertical transportation. Because an accessible route requires an 80 inch (2030 mm) vertical clearance, care should be taken in selecting lifts as they may not be equally suitable for use by people using wheelchairs and people standing. If a lift does not provide 80 inch (2030 mm) vertical clearance, it cannot be considered part of an accessible route in new construction.

The ADA and other Federal civil rights laws require that accessible features be maintained in working order so that they are accessible to and usable by those people they are intended to benefit. Building owners are reminded that the ASME A18 Safety Standard for Platform Lifts and Stairway Chairlifts requires routine maintenance and inspections. Isolated or temporary interruptions in service due to maintenance or repairs may be unavoidable; however, failure to take prompt action to effect repairs could constitute a violation of Federal laws and these requirements.

410.2 Floor Surfaces. Floor surfaces in platform lifts shall comply with 302 and 303.

410.3 Clear Floor Space. Clear floor space in platform lifts shall comply with 305.

410.4 Platform to Runway Clearance. The clearance between the platform sill and the edge of any runway landing shall be 1½ inch (32 mm) maximum.

410.5 Operable Parts. Controls for platform lifts shall comply with 309.

410.6 Doors and Gates. Platform lifts shall have low-energy power-operated doors or gates complying with 404.3. Doors shall remain open for 20 seconds minimum. End doors and gates shall provide a clear width 32 inches (815 mm) minimum. Side doors and gates shall provide a clear width 42 inches (1065 mm) minimum.

EXCEPTION: Platform lifts serving two landings maximum and having doors or gates on opposite sides shall be permitted to have self-closing manual doors or gates.
Figure 410.6
Platform Lift Doors and Gates
307.4 Vertical Clearance. Vertical clearance shall be 80 inches (2030 mm) high minimum. Guardrails or other barriers shall be provided where the vertical clearance is less than 80 inches (2030 mm) high. The leading edge of such guardrail or barrier shall be located 27 inches (685 mm) maximum above the finish floor or ground.

**EXCEPTION:** Door closers and door stops shall be permitted to be 78 inches (1980 mm) minimum above the finish floor or ground.

307.5 Required Clear Width. Protruding objects shall not reduce the clear width required for accessible routes.

308 Reach Ranges

308.1 General. Reach ranges shall comply with 308.

**Advisory 308.1 General.** The following table provides guidance on reach ranges for children according to age where building elements such as coat hooks, lockers, or operable parts are designed for use primarily by children. These dimensions apply to either forward or side reaches. Accessible elements and operable parts designed for adult use or children over age 12 can be located outside these ranges but must be within the adult reach ranges required by 308.

<table>
<thead>
<tr>
<th>Forward or Side Reach</th>
<th>Ages 3 and 4</th>
<th>Ages 5 through 8</th>
<th>Ages 9 through 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>High (maximum)</td>
<td>36 in (915 mm)</td>
<td>40 in (1015 mm)</td>
<td>44 in (1120 mm)</td>
</tr>
<tr>
<td>Low (minimum)</td>
<td>20 in (510 mm)</td>
<td>18 in (455 mm)</td>
<td>16 in (405 mm)</td>
</tr>
</tbody>
</table>
308.2 Forward Reach.

308.2.1 Unobstructed. Where a forward reach is unobstructed, the high forward reach shall be 48 inches (1220 mm) maximum and the low forward reach shall be 15 inches (380 mm) minimum above the finish floor or ground.

![Figure 308.2.1 Unobstructed Forward Reach](image)

308.2.2 Obstructed High Reach. Where a high forward reach is over an obstruction, the clear floor space shall extend beneath the element for a distance not less than the required reach depth over the obstruction. The high forward reach shall be 48 inches (1220 mm) maximum where the reach depth is 20 inches (510 mm) maximum. Where the reach depth exceeds 20 inches (510 mm), the high forward reach shall be 44 inches (1120 mm) maximum and the reach depth shall be 25 inches (635 mm) maximum.

![Figure 308.2.2 Obstructed High Forward Reach](image)

308.3 Side Reach.

308.3.1 Unobstructed. Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches (1220 mm)
CHAPTER 3: BUILDING BLOCKS

maximum and the low side reach shall be 15 inches (380 mm) minimum above the finish floor or ground.

EXCEPTIONS: 1. An obstruction shall be permitted between the clear floor or ground space and the element where the depth of the obstruction is 10 inches (255 mm) maximum.
2. Operable parts of fuel dispensers shall be permitted to be 54 inches (1370 mm) maximum measured from the surface of the vehicular way where fuel dispensers are installed on existing curbs.

Figure 308.3.1
Unobstructed Side Reach

308.3.2 Obstructed High Reach. Where a clear floor or ground space allows a parallel approach to an element and the high side reach is over an obstruction, the height of the obstruction shall be 34 inches (865 mm) maximum and the depth of the obstruction shall be 24 inches (610 mm) maximum. The high side reach shall be 48 inches (1220 mm) maximum for a reach depth of 10 inches (255 mm) maximum. Where the reach depth exceeds 10 inches (255 mm), the high side reach shall be 46 inches (1170 mm) maximum for a reach depth of 24 inches (610 mm) maximum.

EXCEPTIONS: 1. The top of washing machines and clothes dryers shall be permitted to be 36 inches (915 mm) maximum above the finish floor.
2. Operable parts of fuel dispensers shall be permitted to be 54 inches (1370 mm) maximum measured from the surface of the vehicular way where fuel dispensers are installed on existing curbs.
309 Operable Parts

309.1 General. Operable parts shall comply with 309.

309.2 Clear Floor Space. A clear floor or ground space complying with 305 shall be provided.

309.3 Height. Operable parts shall be placed within one or more of the reach ranges specified in 308.

309.4 Operation. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate operable parts shall be 5 pounds (22.2 N) maximum.

   EXCEPTION: Gas pump nozzles shall not be required to provide operable parts that have an activating force of 5 pounds (22.2 N) maximum.