

Americans with Disabilities Act (ADA) Transition Plan Update

for Posey County, Indiana

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Executive Summary

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990 and provides civil rights protection to disabled individuals, guaranteeing equal opportunities in public accommodations, employment, transportation, telecommunications, and State and local government services. Congress enacted this law to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities”. Title II of the ADA requires all communities that receive federal funding or have more than 50 employees to complete a self-evaluation and corresponding Transition Plan, establish an ADA Coordinator and adopt grievance procedures for discrimination against qualified individuals with disabilities.

This document is an update to the initial ADA Transition Plan established in 2016 and follows requirements and guidelines outlined under ADA and by the Federal Highway Administration (FHWA)¹. In developing the original 2016 Transition Plan, all communities covered under Title II conducted a self-evaluation, which included a comprehensive inventory of pedestrian facilities. This inventory allowed each community to identify non-compliant locations and develop a program for remedial repairs in order to bring facilities into compliance. Posey County has also undertaken a comprehensive self-evaluation to determine the extent to which individuals with disabilities may be restricted from access to county facilities, programs, and services.

This Transition Plan Update includes a review of completed ADA upgrades to facilities and it outlines ongoing and prioritized barrier removal solutions which will result in further improved access for all individuals.

This ADA transition plan is a living document with the intention of being updated and modified to reflect the County’s progress towards removing barriers and ADA compliance.

¹ <http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr0200.htm>

I. Introduction

The Americans with Disabilities Act (ADA) of 1990 is a civil rights statute that prohibits discrimination against people who have disabilities. There are five separate Titles (sections) of the ADA relating to various aspects of potential discrimination. Title II of the ADA specifically addresses the subject of making public services and public transportation accessible to those with disabilities. Under the terms of the ADA, designing and constructing facilities for public use that are not accessible by people with disabilities constitutes discrimination.

The most efficient way for communities to ensure Title II's requirements are being met is through self-evaluation. Self-evaluation enables local governments to pinpoint the facilities, programs, and other services that must be modified or relocated in order for that local government agency to comply with the ADA. Once a comprehensive self-evaluation has been completed, local government agencies are then required to develop a Transition Plan to address any and all deficiencies. The Transition Plan is intended to achieve the following:

- (1) Identify obstacles that limit the accessibility of facilities to individuals with disabilities.
- (2) Describe the methods to be used to make the facilities accessible.
- (3) Provide a schedule or program for making the access modifications.
- (4) Identify the public officials responsible for the implementation of the Transition Plan.

This update of the ADA Title II Transition Plan meets the requirements set forth in the Americans with Disabilities Act (ADA) as well as the state of Indiana's requirement that ADA transition plans be updated at least every 3 years. ADA Transition Plan Updates are required from all local governmental agencies to cover all facilities under their control. The focus of this Transition Plan Update is on progress made by the County, priorities and budget to continue progress, and a self-evaluation to include all County programs and services. This report helps Posey County identify barriers to accessibility within their policies, programs, and infrastructure as well as to create solutions and priorities in an effort to remove these barriers.

A. Laws, Regulation, Guidelines and Other Design Standards

Beginning in 1968, a series of laws and regulations were put in place to prohibit discrimination against individuals with disabilities and address accessibility issues that exclude people with disabilities from programs, services, and activities. The culminations of these efforts have set the tone and requirements of this Transition Plan. The following are abbreviated descriptions of these influential documents:

American Barriers Act of 1968 (ABA)

The ABA requires that facilities designed, altered, built or leased with federal dollars be accessible to the public. The requirements set forth in the ABA are limited to the architectural standards in new and altered buildings and in newly leased facilities.

The Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act obligates states and local governments to ensure that persons with

disabilities have equal access to any programs, services, or activities receiving federal financial assistance. This Act also required entities to ensure that their employment practices do not discriminate on the basis of disability.

The Americans with Disabilities Act of 1990 (ADA)

Built upon the foundation laid by Section 504 of the Rehabilitation Act, the ADA requires that all state and local governments, regardless of their ability to receive federal financial assistance, provide equal access to programs, services, or activities to those whom are disabled. The ADA went a step further by applying the law to private businesses that meet the ADA's definition of "public accommodation", commercial facilities and many private employers.

Title II, one of five separate titles of the ADA, applies specifically to "public entities" and the programs, services, and activities they provide. This title outlines the requirements for the self-evaluation, Transition Plan and appointing an ADA coordinator.

In 1992, the U.S. Department of Justice issued 28 Code of Federal Regulations (CFR) Part 35, Nondiscrimination on the Basis of Disability in State and Local Governmental Services, to implement Subtitle A of Title II. In particular, this regulation extended the prohibition of discrimination in federally assisted programs already established by Section 504 of the Rehabilitation Act to all activities of state and local governments, including those that do not receive federal financial assistance.

The ADA Standards for Accessible Design (ADA Standards)

The ADA Standards outline the requirements necessary to make a building or other facilities physically accessible to people with disabilities. The Standards are a comprehensive guide that identifies what features will need to be accessible and list the specifications required to make them compliant with the ADA.

Uniform Federal Accessibility Guidelines (UFAS)

The guidelines discussed in the UFAS are architectural standards originally developed for facilities covered by the ABA. These uniformed standards are also used to satisfy compliance in new or altered construction under Section 504. With the exception of the elevator exemption, states and local governments have the option to use UFAS or the ADA standards to meet their obligations under Title II of the ADA.

Public Right of Way Accessibility Guidelines (PROWAG)

The design standards found in the draft PROWAG reflects the best practices for designing accessible pedestrian facilities. This document is not a rule and has no legal effect; however, Indiana Department of Transportation strongly encourages its use, and it is anticipated that PROWAG will become enforceable by federal law by the end of 2014.

Accessibility and Discrimination

Accessibility plays a significant role in the inclusion of people with disabilities. The first step toward fulfilling the rights of people with disabilities is creating an accessible, barrier-free environment. Regulations require that barriers that are structural must be removed in public areas of existing facilities

when such removal is readily achievable. Barriers typically found in public areas include: routes of travel requiring the use of stairs, non-ADA compliant ramps, door widths that cannot accommodate the passage of a wheel chair, and the location of door handles that are too high.

Discrimination against individuals with disabilities occurs when a person is perceived differently, treated differently, and struggles to gain acceptance at a level experienced by their non-disabled peers. Often times, physical barriers encountered by people with disabilities can be perceived as discrimination because they exclude that individual from reaching their desired destination or performing a specific task or action. According to the ADA, all State and local governments are required to follow specific architectural standards in either the new construction or the alteration of existing buildings unless the corrective actions would result in undue financial or administrative burdens. To avoid discriminating against those with disabilities, public entities are required to make reasonable modifications. These modifications will provide equality of opportunity, but the county cannot guarantee equality of results.

Program Accessibility

Title II requires local governmental agencies to ensure that all of their programs, services, and activities, when viewed in their entirety, are accessible to persons with disabilities. Program access is intended to remove physical barriers to the local governmental agency services, programs and activities, but it generally does not require that the local governmental agency make each facility, or each part of any given facility, accessible. For example, every restroom in a given facility does not need to be made accessible. However, signage directing persons with disabilities to the accessible features and spaces within that given facility must be provided.

Program accessibility may be achieved through a variety of ways. Local governmental agencies may choose to make structural changes or pursue alternatives to structural changes to achieve access. For example, the local governmental agency can move public meetings to accessible buildings and relocate services for individuals with disabilities to accessible levels or parts of a building. It should be noted that when choosing between possible methods of program accessibility, the local governmental agency must give priority to the choices that offer services, programs, and activities in the most integrated setting that is available and appropriate. Additionally, all newly constructed public facilities must be fully accessible to people with disabilities.²

Undue Burden

A “grandfather clause” does not exist in the ADA; however, the law is flexible. Local government agencies must comply with Title II of the ADA, and must provide program access for all individuals. However, with respect to complying with Title II, a local governmental agency does not have to take any action to make a feature compliant to ADA standards if that agency can demonstrate that the alteration will result in the creation of a hazardous condition, or will cause undue financial and/or administrative burden. Hazardous conditions may include affecting crime prevention measures, legitimate safety requirements necessary for safe operation, or impact of the action on the operation of a site. The determination of an undue burden can only be made by the head of the local public agency (or a

² 28CFR§§35.149, 35.150, 35.151, 35.163

designee) and must be accompanied by a written statement outlining the reasons for reaching such a conclusion. In order to establish that an alteration of a feature will cause undue financial and/or administrative burden, an evaluation of all resources available for use in the program must be completed. The evaluation of these resources must include the amount of financial resources available, the effect on expenses and resources, the type and location of the facility, and the number of employees at the site.

If an alteration of a feature would result in a burden, the public entity must take any other action that would not result in an undue burden, but would ensure that individuals with disabilities receive the benefits and services of the program or activity.³

Safe Harbor

Elements in facilities built or altered before March 15, 2012 that comply with the 1991 ADA Standards for Accessible Design (1991 Standards) are not required to be modified to specifications in the 2010 Standards. For example, the 1991 Standards allow the maximum side reach control part of a paper towel dispenser to be 54 inches. The 2010 Standards lower that side reach range to 48 inches maximum. If a paper towel dispenser was installed prior to March 15, 2012 with its highest operating part at 54 inches, the paper towel dispenser does not need to be lowered to 48 inches. Since the dispenser complies with the 1991 Standards, that Standard provides a “safe harbor”.

Historic Properties

Exceptions to the ADA have been made for historic properties that are listed, or are eligible for listing, in the National Register of Historic Places, or a property designated as historic under state or local law. A public entity is not required to make alterations that would destroy or threaten the historical significance of an historic property. In such a case, alternative requirements may be used⁴. An example of an alternative requirement would include providing displays and written information in a location where they can be seen by a seated person.

Curb Ramps

When streets and roads are either newly built or altered, ramps must be constructed whenever curbs or other physical barriers exist at the connection point between the roadway and a pedestrian walkway. Likewise, when new sidewalks or walkways are built or altered, they must also contain curb ramps or sloped areas wherever they intersect with a street or roadway. However, at existing roads and sidewalks that have not been altered, local governmental agencies may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb, but they are not necessarily required to do so. Under program access, alternative routes to buildings that make use of existing curb ramps may be acceptable where persons with disabilities must only travel a marginally longer route.⁵

³ 28CFR§35.150(a)(3)

⁴ 28 CFR 36.405 and ADAAG 4.1.7(3)

⁵ 28CFR§35.151(e)

II. The Self-Evaluation and Transition Plan Requirements

A. Basic Requirements and Components

In accordance with the ADA, Section 504, and the August 2, 2012 letter from Troy Woodruff, INDOT Chief of Staff (See Appendix A), local communities should at a minimum:

- (1) Designate an employee of the local community as an ADA/504 Coordinator. The coordinator will be responsible for overseeing compliance with the nondiscrimination laws (Rehabilitation Act, American Barriers Act, and Americans with Disabilities Act) as they relate to individuals with disabilities. Create and distribute an educational notice alerting the public to their rights under the ADA and Section 504, as well as the County's responsibilities under the law. This notice should be distributed on an on-going basis.
- (2) Develop and adopt a grievance policy and procedure that provides swift and equitable resolution of complaints.
- (3) Develop and adopt a model ordinance outlining accessibility standards, specifications and design details that reflect the most current ADA standards.
- (4) A self-evaluation and inventory should be completed of all of its facilities, programs, policies, and activities to evaluate whether there are access barriers for persons with disabilities.
- (5) Develop a Transition Plan that will address the removal of the access barriers identified in its inventory that includes a budget and schedule for improvements. All local communities are required to have a Transition Plan in place if they receive federal funds. Local communities with 50 or more employees must have a plan, regardless of whether they receive federal funds.
- (6) The Transition Plan must be implemented and regularly monitored for progress in barrier removal. This re-evaluation should occur at least once every three to five years.

B. Roadway Prioritization Method

Given the considerable challenge of moving toward not only providing safe and usable pedestrian facilities for all, but also complying with the federal and state regulations, the main goal of the Transition Plan is to develop a practical ranking of all the non-compliant facilities so that the repairs can be done in an order that targets higher priority facilities first.

The first step in developing the prioritized ranking was to identify the roads that are more heavily traveled by pedestrians, as well as those destinations to which pedestrians are traveling. To illustrate those roadways and destinations graphically, a Pedestrian Traffic Generators Map was created (See Appendix E). This map shows all the roadways and tracts of land throughout the community. Each roadway is given a priority – 1, 2 or 3 (with 1 being the highest). These rankings are based on the INDOT Functional Classifications. Likewise, every parcel of land is also given a priority of 1, 2 or 3. These rankings are based on the land uses of each parcel and seek to represent the level that each respective land use will generate pedestrian traffic. Figure 1 shows the Pedestrian Traffic Generator Map by Land Use, and Figure 2 shows the Pedestrian Traffic Generator Map by Priority. Figure 3 provides map and photographs of the limited and dated installations of side in only parts of Stewartsville and Wadesville. No other additional sidewalks have been installed in Posey County outside of the incorporated areas.

Specific definitions of each of these priority rankings are listed in Table 1.

Table 1: Land Use and Roadway Priority Definitions

Land Use Priority Level 1	Land Use Priority Level 2
<p>Public/Quasi-Public Land Uses</p> <p><i>Churches/Cemeteries</i></p> <ul style="list-style-type: none"> Churches Cemeteries Funeral Homes Church Campgrounds <p><i>Government (Priority 1 Regardless of the level of Gov't)</i></p> <ul style="list-style-type: none"> City Hall Police Department/Sheriff's Facilities Fire Department City/County Garage Public Library Ambulance Service Post Office Chamber of Commerce Economic Development Agencies City/County Human Services Department of Motor Vehicles Public Transportation Hubs (Airports, Bus Stops, Train Stations) <p><i>Medical</i></p> <ul style="list-style-type: none"> Hospitals Health Clinics Rehabilitation Centers Nursing Homes <p><i>Education</i></p> <ul style="list-style-type: none"> Elementary School Middle Schools High Schools Special Education Coop Administrative Offices Colleges/Universities <p><i>Utilities</i></p> <ul style="list-style-type: none"> Cell Towers Electrical Substations Solid Waste/Garbage City Water City Sewer Pumping Stations <p><i>Parks and Recreation</i></p> <ul style="list-style-type: none"> Parks Golf Courses Campgrounds Lakes Trails <p><i>Other</i></p> <ul style="list-style-type: none"> Fraternal Organizations American Legion Eagles Club Masonic Temples Lion's Club Other Organizations Museums Zoos 	<p>Commercial Land Uses</p> <p><i>Professional Offices</i></p> <ul style="list-style-type: none"> Banks Realtors Insurance offices Radio Stations Professional Services (Engineers, Architects, Law firms) <p><i>Retail/Services</i></p> <ul style="list-style-type: none"> Retail Stores (Clothing, Hardware, Groceries, etc.) Gas Stations Entertainment (Restaurants, Movie Theaters, Night Clubs, etc.) Personal Services (Hair Salon, Tanning Salon, etc.) Daycare Facilities <p>Multiple-Family Residential Land Uses</p> <ul style="list-style-type: none"> Duplexes Apartments Multi-Plexes Condominiums
	Land Use Priority Level 3
	<p>Single Family Residential Land Uses</p> <ul style="list-style-type: none"> Single-Family House Manufactured Homes Modular Homes <p>Industrial Land Uses</p> <ul style="list-style-type: none"> Manufacturer Welding Shops Fuel Processing Junk Yard Landfill <p>Agricultural Land Uses</p> <p>Other Land Use Not Found in Priority 1 or 2</p>
	Roadways Priority Level 1
	<p>Interstates</p> <p>Other Divided Highways</p> <p>Other Freeways or Expressways</p> <p>Other Principal Arterials</p> <p>INDOT Minor Arterials</p> <p>INDOT Major Collectors</p>
	Roadways Priority Level 2
	<p>INDOT Minor Collectors</p>
	Roadways Priority Level 3
	<p>Other 2 Lane County Roads</p> <p>Local Streets</p>

C. Facility Assessment Method

Each facility under the County’s jurisdiction was visited and assessed by Hafer Associates in 2016. The architects used the ADA Checklist for Readily Achievable Barrier Removal, which is based on the 2010 ADA Standards for Accessible Design. This checklist makes it possible for all buildings to be assessed in a consistent manner across the various aspects of the ADA. The checklist is split into four categories, called Priorities. They are as follows:

- Priority 1 – Approach & Entrance
- Priority 2 – Access to Goods & Services
- Priority 3 – Toilet Rooms
- Priority 4 – Additional Access

A complete copy of the checklist is included in the Appendix F – Master Checklist section. The checklist is set up in the Question and Answer style. Each item being assessed is addressed as a question, and the three available answers are “Yes”, “No” and “Not Applicable”. In most cases, an answer of Yes indicates that the particular item is in compliance with the ADA, and an answer of No indicates that the item is out of compliance. This checklist includes many helpful illustrations to not only help the person conducting the assessment to be thorough and consistent, but also to help the reader to understand the item and how it should be corrected in the case of a No answer.

The individual assessments for each building are included in Appendix D. Any time the answer to the question was Not Applicable, that line item was stricken and the data was not printed in an effort to present concise and efficient findings. Likewise, any time the answer to the questions was No, that line item was shaded so that it would easily stand out for easy identification.

Please see Section 4 – Self-Evaluation Data and Findings for executive summary statements and general compliance statements for each building, and then see Appendix D for the in-depth assessments for each building.

D. Programs and Services Assessment Method

Title II of the Americans with Disabilities Act (ADA) requires state and local governments to ensure that persons with disabilities are afforded all rights, privileges, and advantages made available by their programs, services, and activities. The ADA requires this access not only in the hardscapes of buildings and public spaces but also through ensuring that persons with disabilities are able to participate in and effectively communicate during any program, service, or activity. This may entail providing auxiliary aids and services in order for persons with disabilities to have access and equal participation in civic life. Through the self-evaluation process, local governments may outline what programs, services, and activities they offer and be able to pinpoint any modifications that need to be made to comply with ADA.

The County prepared a list of all programs, services, and activities that are provided then performed a self-evaluation to determine those that needed additional resources to provide accessibility. Priorities were assigned just as they were for the building assessment. The following non-comprehensive lists were used as a guide in considering public programs, services, and activities that should be included and evaluated:

- **Public Meetings** - Board, commissions, and government departments routinely hold public meetings that must be accessible to persons with disabilities. The ADA prohibits any exclusion of persons with disabilities from attending and participating in public meetings. This may require providing accessibility through structural and nonstructural means.
- **Employment**⁶ - The ADA requires that employers with 15 or more employees, including state and local governments provide equal opportunities for all people including those with disabilities. During the entire recruitment and employment process a non-discrimination policy must be adhered to. No entity shall discriminate against a qualified individual on the basis of disability in regard to recruiting, application procedures, hiring, promotion, pay, social activities, or job training. On-going compliance can be achieved through regular staff trainings and education related to the rights of persons with disabilities, although not required it is recommended.
- **Programs, Services, and Activities**⁷ - State and local governments are required to provide access to any programs, services, meetings, or functions that are held by the government, on government owned property, or contracted through a government entity. This access must be reviewed in its entirety to ensure accessibility to those with disabilities. The chance to participate in government programs, services, and activities may not be denied to those with disabilities, and they may not be made to participate in different programs than those available to others. A sample list of programs and services include items such as education or trainings, public transportation, public health clinics, public education, social services, courts, and emergency services. Special or private events on county property are also included, such as seasonal events at parks or recreational facilities or County fairs. This list may not be all inclusive and should be used as a guide to review and evaluate each local governments programs and services.
- **Contracted Services & Contractors** – Government entities that contract with other entities to provide services to the public are obligated to ensure that the contracted entities do not discriminate against persons with disabilities. The contractors may not isolate, separate, or deny people with disabilities their services and must provide the same service in integrated settings. Some of these contracted services to be considered include a non-discrimination policy during

⁶ <https://www.ada.gov/law-and-regs/ada/>, Sec.12112

⁷ <https://www.ada.gov/topics/title-ii/>

contract procurement, and contractors the County may hire such as to handle their website, GIS services, landscaping, construction, lottery, and public health.

- **Communication Access⁸** – it is required that governments communicate with those with disabilities as effectively as they communicate with others. Effective communication with persons that have a communication disability may require different solutions that vary from situation to situation. Communication aids can include but are not limited to American Sign Language interpreters, video remote interpreting, notetakers, large print materials, captioning, accessible electronic and information technology. Aids and services of this type may have a requirement that they be requested prior to the event, so long as the request period is within a reasonable amount of time. Examples of communication access could include form assistance (filling applications, transactions, forms), auxiliary aids interpreters, Braille or large font text, portable headphones and microphones, and transcription services and readers.
- **Website** - Government agencies typically utilize websites for information sharing including details about meetings, programs, services, paying bills, and employment. The ADA generally requires that these websites provide equal access to those with disabilities including the hearing and vision impaired. State and local governments must take steps to ensure that any services offered on their website are accessible to those with disabilities. Main features included in the self-evaluation include ADA/accessibility information, contrasting text and background, large font available, consideration of color blindness, text alternatives for images, captions on videos, keyboard navigation, and accessible online forms with instructions.
- **Staff Training** – State and local governments cannot disqualify or discriminate against people with disabilities, including those with mental health or intellectual disabilities throughout the process of any service or program. The voting process for example would include non-discrimination and accessibility from the registration process through the vote casting at the polling place or voter center, as well as accessible drop box design (if provided to others). On-going compliance throughout these processes can be achieved with regular staff training and education related to the rights of persons with disabilities, although not required it is recommended. Example staff training could be on topics such as ADA coordinator training, ADA, civil rights, mental health and autism, and service animals.
- **Emergency evacuation and alerts⁹** – Emergency alerts should be provided in a visual and audible manner in order to reach more people with disabilities. Communicating and understanding the needs of people with disabilities and planning a safe evacuation route and transportation for those people. Temporary shelters during emergencies must be offered to everyone, including those with disabilities as well as equal access to any aid programs. Topics in this section can include shelter or assembly locations for persons with disabilities, assigned staff to check said locations prior to leaving the building during an emergency, assembly locations for

⁸ <https://www.ada.gov/topics/effective-communication/>

⁹ <https://www.ada.gov/topics/emergency-planning/>

transport or evacuation, staff awareness of evacuation plans for those with disabilities, visual and audible emergency alerts (such as telephone calls, text messaging, and emails), and sign language interpreters and open captioning for television announcements.

A self-evaluation assessment was performed on identified programs, services, and activities that occur in the County. Items that were found non-compliant and the resulting recommendations are provided in Appendix G.

III. Self-Evaluation Data and Findings

A. Sidewalks and Curb Ramps

Short sections of very dated sidewalks were identified in Stewartsville and Wadesville. The sidewalks were installed decades ago and do not provide a network to community destinations. None of the sidewalk features have any initial design features to accommodate accessibility. Nor were the sidewalks likely prescribed by a local government development code, but likely more to meet the property owner's aesthetic preferences. A location map and detailed photos are included as Figure 3 Appendix E. Figure 1 provides an example of these dated sidewalk features. See Appendix E for additional information on sidewalks and curb ramps.



Figure 1 – Dated Sidewalk Example

B. Facilities Assessments Summaries

In 2016, a team of architects reviewed each facility from the perspective of a public visitor to the building. The review followed the accessible route from the parking lot to the first point of contact in each relevant department within the building. This review also includes any restrooms, elevators, critical signage, drinking fountains, service counters, and fire alarm systems. County buildings that were inspected include the following:

- (1) Courthouse (300 Main Street)
- (2) Sheriff Department (1202 O'Donnell Road)
- (3) Emergency Dispatch (305 Mill Street)
- (4) Memorial Coliseum (126 E. Third Street)
- (5) Mt. Vernon City Garage (1203 Brittlebank Road)
- (6) Poseyville Garage (6791 Midway Drive)
- (7) Hovey House (330 Walnut Street)

The review data was recorded in spreadsheets which can be found in Appendix F. The spreadsheets are organized by the Priority of the accessible element, from Priority 1 (Access to the building) to Priority 4 (individual elements such as drinking fountains). Below are summaries for each building assessed including major observations to be addressed and associated key photographs.

1. Courthouse (including County's Engineer's office, Veteran's Services office, and courtrooms)

- 1.1 Adjust the approach/entrance signs so that the bottom of the signs are at least 60 inches above the ground.
- 1.2 Handrails need to be added where missing at ramps raising higher than 6 inches
- 1.3 Handrails need to be modified to ensure gripping surface is continuous and not obstructed along the top or sides
- 1.4 Adjust door threshold edge so it is no more than ¼ inch high.
- 1.5 Add signs to all entrances indicating the location of the nearest accessible entrance.
- 1.6 Ensure carpet edges are securely attached to reduce tripping hazards.
- 1.7 Install tactile star on both door jambs at the main entry level for the LULA elevator.
- 1.8 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to move from a 90 degree open position to a 12 degrees from the latch.
- 1.9 Install signs at inaccessible toilet rooms directions to accessible toilet rooms.
- 1.10 Lower mirrors located above lavatory/countertop to a level where the bottom edge is no higher than 40 inches above the floor.
- 1.11 Adjust centerline of water closet to no less than 16 inches and no greater than 18 inches for sidewall/partition
- 1.12 Ensure clearance around the water closet is at least 60 inches from the side wall and 56 inches from the rear wall
- 1.13 Install/adjust grab bar at least 42 inches long on the side wall of the water closet.

- 1.14 Adjust grab bar so it is no more 12 inches from the rear wall of the water closet.
- 1.15 Make provisions for grab bar to extend at least 54 inches from the rear wall of the water closet.
- 1.16 Ensure that there are at least 12 inches of clearance between the grab bar and any protruding objects above.
- 1.17 Lower grab bars so they are no less than 33 and no more than 36 inches above the floor to the top of the gripping surface.
- 1.18 Reposition the outlet of the paper dispenser so it is not located behind the grab bars.

2. Sheriff Department

- 2.1 Adjust the approach/entrance signs so that the bottom of the signs are at least 60 inches above the ground.
- 2.2 Add signs at all entrances indicating the location of the nearest accessible entrance.
- 2.3 Install International Symbol for Accessibility at the accessible entrance
- 2.4 Adjust door threshold edge so it no more than ¼ inch high.
- 2.5 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to from a 90 degree open position to a 12 degrees from the latch.
- 2.6 Make improvements to ensure the two doors in a series are at least 48 inches apart, plus the width of the doors, when swinging into the space.
- 2.7 Ensure carpet edges are securely attached to reduce tripping hazards.
- 2.8 Install updated signs, with raised text characters, for rooms and spaces not likely to change over time.
- 2.9 Install Braille on signs for rooms and spaces not likely to change over time.
- 2.10 Re-mount signs on the wall on the latch side of the door for rooms and spaces not likely to change over time.
- 2.11 Re-mount signs to provide clear floor space beyond the arc of door swing between the closed position and 45-degree open position, at least 18x18 inches centered on the tactile characters for rooms and spaces not likely to change over time.
- 2.12 Re-mount signs so that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor for rooms and spaces not likely to change over time.
- 2.13 Install hardware for door operable with one hand that do not require tight grasping, pinching and twisting of the wrist.
- 2.14 Adjust light, security, alarm and associated switches so they are no higher than 48 inches above the floor.
- 2.15 Adjust service counters so that the clear floor space, under a forward approach counter forward is no less than 17 and no more than 25 inches.
- 2.16 Install signs at inaccessible toilet rooms directions to accessible toilet rooms.
- 2.17 Install International Symbol for Accessibility at the accessible toilet rooms.
- 2.18 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to from a 90 degree open position to a 12 degrees from the latch.

- 2.19 Lower mirrors located above lavatory/countertop to a level where the bottom edge is no higher than 35- 40 inches above the floor.
- 2.20 Wrap pipes below lavatory to protect against contact.
- 2.21 Ensure facet can be operated with tight grasping, pinching or twisting of wrist.
- 2.22 Ensure hand dryers/soap dispensers are installed no higher than 48 feet and not over an obstruction.
- 2.23 Ensure that water closets have at least 60 inches clearance from side wall and 56 inch clearance from rear wall.
- 2.24 Make provisions for grab bar to extend at least 54 inches from the rear wall of the water closet.
- 2.25 Install 36 inch grab bar on the rear wall of toilet room.
- 2.26 Ensure future flush controls are located on the open side of the water closet.
- 2.27 Ensure water closets are at least 60 inches wide.
- 2.28 Adjust drinking water fountain so the spout outlet is no higher than 36 inches above the floor.
- 2.29 Adjust swinging door from privacy wall to ensure that there is at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall or at least 54 inches if there is a door closer.
- 2.30 Ensure height of the water closet is not less than 17 inches and no greater than 19 inches above
- 2.31 Install grab bar at least 42 inches long on the side wall of the water closet.
- 2.32 Install grab bar at least 36 inches long on the rear wall of the water closet

3. Emergency Dispatch

- 3.1 Adjust the approach/entrance signs so that the bottom of the signs are at least 60 inches above the ground.
- 3.2 Ensure accessible parking spaces are located on the closest accessible route to the accessible entrance(s).
- 3.3 Add signs to all entrances indicating the location of the nearest accessible entrance.
- 3.4 Adjust door threshold edge so it no more than ¼ inch high.
- 3.5 Ensure carpet edges are securely attached to reduce tripping hazards.
- 3.6 Ensure that all objects on circulation paths through public area protrude no more than 4 inches into the path.
- 3.7 Ensure that bottom leading edge of protruding object is at 80 inches or higher above the ground.
- 3.8 Ensure a portion of at least each type of counter is no higher than 36 inches above the floor.
- 3.9 Adjust service counters so that the clear floor space, under a forward approach counter forward is no less than 17 and no more than 25 inches.
- 3.10 Install signs at inaccessible toilet facilities directions to accessible toilet rooms.
- 3.11 Install International Symbol for Accessibility at the accessible toilet rooms.

- 3.12 Install updated signs, with raised text characters, for rooms and spaces not likely to change over time.
- 3.13 Install Braille on signs for rooms and spaces not likely to change over time.
- 3.14 Re-mount signs on the wall on the latch side of the door for rooms and spaces not likely to change over time.
- 3.15 Re-mount signs to provide clear floor space beyond the arc of door swing between the closed position and 45-degree open position, at least 18x18 inches centered on the tactile characters for rooms and spaces not likely to change over time.
- 3.16 Re-mount signs to that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor for rooms and spaces not likely to change over time.
- 3.17 Adjust pull side of door (for front approach) ensure there is at least 18 inches of maneuvering clearance beyond the latch side, plus 60 inches clear depth.
- 3.18 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to from a 90 degree open position to a 12 degrees from the latch.
- 3.19 Lower mirrors located above lavatory/countertop to a level where the bottom edge is no higher than 35- 40 inches above the floor.
- 3.20 Adjust coat hooks in toilet room to that are no less than 15 inches and no more than 48 inches above the floor.
- 3.21 Ensure that is at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance.
- 3.22 Ensure pipes below the lavatory are covered to protect against contact.
- 3.23 Ensure hand dryers/soap dispensers are installed no higher than 48 feet and not over an obstruction.
- 3.24 Ensure clearance around the water closet is at least 60 inches from the side wall and 56 inches from the rear wall
- 3.25 Ensure future flush controls are located on the open side of the water closet.
- 3.26 Ensure toilet compartment (stall) is at least 60 inches wide.

4. Memorial Coliseum

- 4.1 Improve accessible parking and access aisle at west entrance to ensure slope is less than 1:48 (2.08%) in all directions.
- 4.2 Adjust the approach/entrance signs so that the bottom of the signs are at least 60 inches above the ground (west side).
- 4.3 Add signs to all entrances indicating the location of the nearest accessible entrance.
- 4.4 Install International Symbol for Accessibility at the accessible entrance.
- 4.5 Adjust door threshold edge so it no more than ¼ inch high.
- 4.6 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to from a 90 degree open position to a 12 degrees from the latch.
- 4.7 Ensure carpet edges are securely attached to reduce tripping hazards.
- 4.8 Adjust accessible ramp to ensure a level landing that is at least 60 inches long and at least as wide as the ramp at the top of the ramp.

- 4.9 Install/adjust handrail that extends at least 12 inches beyond the top and bottom of the ramp.
- 4.10 Install tactile star on both door jambs at the main entry level for the LULA elevator.
- 4.11 Install signs, on the latch side of the door, for all rooms and spaces not likely to change over time.
- 4.12 Re-mount signs to provide clear floor space beyond the arc of door swing between the closed position and 45-degree open position, at least 18x18 inches centered on the tactile characters for rooms and spaces not likely to change over time.
- 4.13 Adjust light, security, alarm and associated switches so they are no higher than 48 inches above the floor.
- 4.14 Install signs at inaccessible toilet rooms directions to accessible toilet rooms.
- 4.15 Adjust pull side of door (for front approach) ensure there is at least 18 inches of maneuvering clearance beyond the latch side, plus 60 inches clear depth.
- 4.16 Adjust floor surface along route to toilet rooms to ensure that the maneuvering clearance slope is less than 1:48.
- 4.17 Wrap pipes below lavatory to protect against contact.
- 4.18 Ensure facet can be operated with tight grasping, pinching or twisting of wrist.
- 4.19 Install/adjust grab bar at least 42 inches long on the side wall of the water closet.
- 4.20 Make provisions for grab bar to extend at least 54 inches from the rear wall of the water closet.
- 4.21 Ensure future flush controls are located on the open side of the water closet.
- 4.22 Ensure toilet compartments have self-closing doors.
- 4.23 Adjust drinking water fountain so the spout outlet is no higher than 36 inches above the floor.

5. Mt. Vernon City Garage

- 5.1 Adjust the approach/entrance signs so that the bottom of the signs are at least 60 inches above the ground.
- 5.2 Add signs to all entrances indicating the location of the nearest accessible entrance.
- 5.3 Adjust door threshold edge so it no more than ¼ inch high.
- 5.4 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to from a 90 degree open position to 12 degrees from the latch.
- 5.5 Ensure carpet edges are securely attached to reduce tripping hazards.
- 5.6 Install hardware for door operable with one hand that do not require tight grasping, pinching and twisting of the wrist.
- 5.7 Re-mount signs so that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor for rooms and spaces not likely to change over time.
- 5.8 Reconfigure toilet room to ensure clear floor space for a person in a wheelchair to turn around (such as a circle with at least 60 inches in diameter or a T-shaped space with a 60-inch square).

- 5.9 Ensure that is at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance.
- 5.10 Wrap pipes below lavatory to protect against contact.
- 5.11 Ensure that hand dryers or towel dispenser is installed within one of the following ranges:
Above lavatories or counters no less than 20 inches and no greater than 25 inches deep:
no higher than 44 inches above the floor.
- 5.12 Install/adjust grab bar at least 42 inches long on the side wall of the water closet.
- 5.13 Make provisions for grab bar to extend at least 54 inches from the rear wall of the water closet.
- 5.14 Ensure that toilet paper dispenser is located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser.
- 5.15 Adjust drinking water fountain so the spout outlet is no higher than 36 inches above the floor.
- 5.16 Adjust drinking water fountain so the spout is at least 15 inches from the rear of the drinking fountain.

6. Poseyville Garage

- 6.1 Accessible parking spaces need to be at least 8 feet wide and a 5-foot-wide access aisle
- 6.2 Access aisles should be marked to discourage parking on them
- 6.3 Accessible spaces should be identified with a sign that includes the International Symbol for Accessibility.
- 6.4 Main entrance threshold should be adjusted to meet height requirement.
- 6.5 Add signs to all inaccessible entrances indicating the location of the nearest accessible entrance.
- 6.6 Install International Symbol for Accessibility at the accessible entrance.
- 6.7 Adjust pull side of door (for front approach) ensure there is at least 18 inches of maneuvering clearance beyond the latch side, plus 60 inches clear depth.
- 6.8 Adjust door threshold edge so it is no more than ¼ inch high.
- 6.9 Adjust door threshold edge so it is no more than ¾ inch high if the slope is beveled no steeper than 1:2 (50%).
- 6.10 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to from a 90 degree open position to a 12 degrees from the latch.
- 6.11 Room signage should be adjusted so that text characters contrast with their backgrounds.
- 6.12 Install signs at inaccessible toilet rooms directions to accessible toilet rooms.
- 6.13 Install International Symbol for Accessibility at the accessible toilet rooms.
- 6.14 Lower mirrors located above lavatory/countertop to a level where the bottom edge is no higher than 40 inches above the floor.
- 6.15 Ensure that hand dryers or towel dispenser is installed within one of the following ranges:
Above lavatories or counters no less than 20 inches and no greater than 25 inches deep:
no higher than 44 inches above the floor.
- 6.16 Ensure clearance around the water closet is at least 60 inches from the side wall and 56 inches from the rear wall

- 6.17 Make provisions for grab bar to extend at least 54 inches from the rear wall of the water closet.
- 6.18 Install 36 inch grab bar on the rear wall of toilet room.
- 6.19 Ensure future flush controls are located on the open side of the water closet.
- 6.20 Ensure that toilet paper dispenser is located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser.

7. Hovey House

- 7.1 Install International Symbol for Accessibility at the accessible parking spaces
- 7.2 Adjust accessible ramp to ensure a level landing where the ramp changes direction that is at 60 inches by 60 inches.
- 7.3 Install handrails on both sides along ramps that are higher than 6 inches
- 7.4 Adjust railing height to the top of the handrail gripping surface in no less than 34 inches and no greater than 38 inches above the floor.
- 7.5 Modify railing so the handrail extends at least 12 inches horizontally beyond the top and bottom of the ramp.
- 7.6 Modify railing so the handrail returns to a wall, guard or landing surface.
- 7.7 Add signs to all inaccessible entrances indicating the location of the nearest accessible entrance.
- 7.8 Install International Symbol for Accessibility at the accessible entrance
- 7.9 Adjust door threshold edge so it no more than ¼ inch high.
- 7.10 Check and adjust door closer mechanisms to ensure it takes at least 5 seconds to from a 90 degree open position to a 12 degrees from the latch.
- 7.11 Ensure carpet edges are securely attached to reduce tripping hazards.
- 7.12 Ensure that all objects on circulation paths through public area protrude no more than 4 inches into the path.
- 7.13 Ensure that bottom leading edge of protruding object is at 80 inches or higher above the ground.
- 7.14 When feasible provide elevator or platform lifts to all public stories.
- 7.15 Install hardware for door operable with one hand that do not require tight grasping, pinching and twisting of the wrist.
- 7.16 Adjust light, security, alarm and associated switches so they are no higher than 48 inches above the floor.
- 7.17 In assembly areas, arrange the room so that in areas where people are expected to stand, people in wheelchairs can have a clean line of sight over and between the heads of others in front of them.
- 7.18 Ensure that at dining surfaces there knee space at least 27 inches high and last least 30 inches wide.
- 7.19 Install signs at inaccessible toilet rooms directions to accessible toilet rooms.
- 7.20 Lower mirrors located above lavatory/countertop to a level where the bottom edge is no higher than 40 inches above the floor.

- 7.21 Adjust coat hooks in toilet room to that are no less than 15 inches and no more than 48 inches above the floor.
- 7.22 Ensure that is at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance.
- 7.23 Adjust centerline of water closet to no less than 16 inches and no greater than 18 inches for sidewall/partition
- 7.24 Make provisions for grab bar to extend at least 54 inches from the rear wall of the water closet.
- 7.25 Ensure future flush controls are located on the open side of the water closet.
- 7.26 Ensure that toilet paper dispenser is located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser.

C. Programs and Services Assessment Summary

The programs and services offered by the city or within city owned buildings were evaluated for their ability to provide equal services to those with disabilities. The programs and services spreadsheet was formatted to identify the various programs and services that have a deficiency in their access to those with disabilities. A description of that deficiency is included as well as the recommendation to provide the required access. A priority of 1 has been assigned to all programs and services deficiencies as they provide primary access to services provided by the city.

County programs and services that were reviewed include the following:

- (1) Public Meetings
- (2) Employment
- (3) Programs, Services, and Activities
- (4) Contracted Services and Contractors
- (5) Communication Access
- (6) Website
- (7) Staff Training
- (8) Emergency Evacuation and Alerts

The review data was recorded in spreadsheets which can be found in Appendix G. Below are summaries for each service assessed.

1. Public Meetings

- 1.1 Assistance for hearing impaired
- 1.2 Portable Microphone
- 1.3 Assistance for requesting aids

2. Contracted Services and Contractors

- 2.1 Non-discrimination Ordinance
- 2.2 Provisions in contract language requiring non-discrimination policies

2.3 Procurement non-discrimination policy

3. Website

3.1 Accessible website

4. Staff Training

4.1 ADA Coordinator training

4.2 Employee handbook non-discrimination policy

IV. Budget Considerations

Below is a menu of improvements that could increase the ADA County's compliance based on the issues identified in the summaries above. These are not market-tested or third-party numbers but cost opinions based on the reviewers' industry experience that could vary based on level of finish and existing conditions.

Priority 1

Parking Lot Restriping – \$3,000

Repainting small areas of an existing lot to allow for proper accessible spaces.

Exterior Signage – \$2,000

Accessible space sign with post and directional signage to accessible entry.

New exterior ADA Ramp – \$25,000 – \$35,000

New exterior concrete ramp with railing, including any necessary demolition.

Priority 2

Interior Signage – \$1,500 - \$2,500

Directional signage to accessible restroom(s), elevator, and other public spaces.

Entrance Thresholds – \$1,000 - \$2,500 per opening

Replace standards thresholds, including some floor reworking in some buildings.

Reception Counters – \$1,500 - \$5,000

Lowering and deepening reception counter with possible rework of opening.

Priority 3

Toilet Accessories – \$1,500

Adjusting existing toilet room accessories to proper dimensions, including minor painting and wall blocking/supports.

Restroom Remodel – \$70,000

Complete gut and remodel of existing restroom such as the Men's at the Coliseum.

New Unisex ADA Restroom – \$20,000

New unisex restroom within an existing building.

Priority 4

Drinking Fountain – \$3,000 - \$4,000

New ADA drinking fountain with possible wall/plumbing repair.

V. Transition Plan

A. Codes and Standards

Standards for the proper construction of sidewalks and curb ramps were developed as a part of this Transition Plan. The Standards are intended to apply to all new construction undertaken within the right-of-way limits of Posey County after the final approval and adoption of the ADA Transition Plan. Copies of the code and corresponding drawing figures are included herein.

B. Implementation Plan

The implementation portion of this plan is to be used as a guide in removing the physical barriers and obstacles within the rights-of-way of Posey County. The types of projects included in the implementation portion of the Transition Plan can be categorized as follows:

- (1) Roadway and sidewalk construction and/or retrofit projects planned for the improvement of overall vehicular and pedestrian facilities. These projects would include Road Rehabilitation projects, Transportation Enhancement projects, Safe Routes to School project and other such surface transportation improvement initiatives.
- (2) Curb ramp, sidewalk and intersection crosswalk retrofit projects included with road overlay or other street and/or sidewalk construction projects. Where applicable, all street and sidewalk maintenance and rehabilitation activities and projects should be programmed and developed to implement barrier removal.
- (3) Curb ramp, sidewalk and intersection crosswalk retrofit activities done in conjunction with private land development projects. If public pedestrian facilities are affected during the construction of such projects, the replacement facilities should be done in accordance with the Codes and Standards listed herein.
- (4) Curb ramp, sidewalk and intersection crosswalk retrofit activities done in conjunction with drainage or utility projects. Where applicable, any disturbance to the existing public pedestrian facilities by public or private utility companies should be restored in accordance with the Codes and Standards listed herein.

C. Prioritized Rankings of Facilities

While Posey County has a relatively very small number of facilities, it is impossible to immediately remove all known barriers to access. Barriers in facilities will be removed systematically, County-wide, to ensure equality among all programs. It is the intent of Posey County to address barriers to accessibility

in its public buildings and parks within a reasonable time frame, depending on the immediate necessity, degree of complexity, and overall cost.

Posey County reserves the right to modify barrier removal priorities in order to allow for flexibility in accommodating community requests, petitions for reasonable modifications from persons with disabilities, changes in County programs, as well as funding constraints and opportunities. It is the goal of this Transition Plan to provide access to the programs, activities and services provided by the County. Interim measures will be explored and implemented in order to provide programmatic access to the public pending the implementation of physical barrier removal projects.

When reviewing the assessments and setting priorities for each building, the following recommendations are intended as guidance in developing the schedule of improvements:

Priority One: The highest priority should be placed on those barrier removal items that provide accessibility at the main entrance of a facility or improve a path of travel to the portion of the facility where program activities take place. Examples are as follows:

1. Connection to the public right-of-way
2. Parking and passenger loading
3. Entrance walks
4. Entrance ramps
5. Entrance stairs
6. Entrance doors

Priority Two: A second level priority should be placed on those barrier removal items that improve or enhance access to program use areas. Examples are as follows:

1. Transaction counters
2. Conference and meeting rooms
3. Public offices
4. Sports fields and courts
5. Public restrooms

Priority Three: A third level priority should be placed on those barrier removal items that improve access to amenities serving program areas. Examples are as follows:

1. Drinking fountains
2. Public telephones
3. Vending machines

Priority Four: A fourth and lowest level of priority is used to identify areas or features not required to be modified for accessibility because there are no public programs located in this space, or because there are similar features located nearby that reasonably provide programmatic access.

D. Funding Strategies

The County intends to fund the implementation of barrier removal in two different ways. First, for smaller, less expensive items such as toilet room grab bars, braille signage, and door hardware, the County will designate a budgetary line item of not less than \$5,000.00 per year that will be used to purchase the various pieces of hardware, and the County's existing building maintenance staff will do the installations.

Second, for major projects that require specific allocation of funds by the County Council and County Commissioners, the projects shall be undertaken and completed as funding allows. Projects such as this are intended to include major remodeling or reconstruction of existing facilities to correct non-compliance.

E. Steering Committee

The County shall create an on-going ADA Steering Committee that will provide guidance and recommendations to the County Commissioners in developing the actual work program for barrier removal. The Committee shall meet as needed, but not less than on a biennial basis. The Committee shall provide the following functions:

- (1) Provide a recommended sequential order of work for the minor projects. Examples of this may include providing a recommendation to correct all the minor deficiencies in a single facility before moving on to the next, or perhaps correcting one deficient aspect (such as toilet room grab bars or braille signage) in every facility. In either case, the Committee shall provide the recommended order that the facilities will be ranked. For example, buildings where public meetings and/or County business is conducted should be corrected before parks and recreational buildings.
- (2) Provide a recommendation as to whether any given County facility is worth the expenditure of the needed funds to bring it into compliance. In some cases, it may be more cost effective to replace a building or relocate the office/service than to bring it into compliance.
- (3) Provide a recommended sequential order of work for major projects.

The Committee shall be made up of the following members:

- One County Commissioner
- At least one County Council Member
- County Highway Superintendent
- County Maintenance Director
- One local healthcare professional
- One local clergy person
- One local business leader
- Other members as directed by the County Commissioners

VI. Grievance Policy and Complaint Procedure

If a person (or group of people) believes he or she may have been the victim of discrimination based on his or her disability, that person (or group of people) may file a grievance against the county. To expedite this process, Posey County has adopted a policy that covers the process that the person (or group of people) should follow to file the grievance, as well as the process that the county must follow in evaluating and resolving the grievance. A copy of the policy and the official grievance form are included in this plan.

Grievance forms will be made available to the public online at <http://www.poseycountyin.gov/>.

Posey County will keep copies of all grievances filed, along with all paperwork regarding the evaluation and resolution thereof for a minimum of six (6) years.

Posey County strives to maintain the rights of its citizens at every level of government. Therefore, the county's grievance policy and procedure were developed such that a grievant could complete the local grievance procedure and appeal, if needed, and still have the opportunity to file a grievance with a state or federal agency within the known allowable timeframes from the date of the alleged discrimination.

VII. Glossary

The ADA, the “Title II Technical Assistance Manual” and “ADA Best Practices Tool Kit for State and Local Governments” defines many of the terminology used throughout the act and this Transition Plan. The following is a summary of these definitions.

AASHTO. American Association of State Highway and Transportation Officials

Accessible. Refers to a site, facility, work environment, service, or program that is easy to approach, enter, operate, participate in, and/or use safely and with dignity by a person with a disability.

ADA. American Disabilities Act as contained at 42 U.S.C 12101 et seq.

ADAAG. Americans with Disabilities Act Accessibility Guidelines (codified at Appendix A to 28 Code of Federal Regulations Part 36 and at Appendix A to 49 of Federal Regulations Part 37) contains guidelines issued by the United States Architectural and Transportation Barriers Compliance Board. It is important to note that these guidelines are not enforceable standards.

APS. Accessible Pedestrian Signal(s)

APWA. American Public Works Association

Auxiliary Aids and Services. Includes—

- (1) Qualified interpreters or other effective methods of making orally delivered materials available to individuals with hearing impairments;
- (2) Qualified readers, taped texts or other effective methods of making visually delivered materials available to individuals with visual impairments;
- (3) Acquisition or modification of equipment or devices; and other similar services and actions.

CIP. Capital Improvement Plan

Complaint. A claimed violation of the ADA.

Compliant Curb Ramp. A curb ramp constructed to comply with state and/or federal law (whichever provides the higher access standard) in place at the time of construction. In the case of a location where it is structurally impracticable or technically infeasible to build a fully compliant curb ramp, or where construction of a fully compliant curb ramp would constitute a Fundamental Alteration of a service, program or activity of the City or County, or an Undue Burden on the City or County, a curb ramp that complies with access standards, or was constructed to the standards existing at the time of construction, or to the maximum extent feasible, will constitute a Compliant Curb Ramp as long as the requirements set forth in this Transition Plan for justifying the reasons for the City or County to avoid full compliance are met.

Curb Ramp. A short ramp cutting through a curb or built up to it allowing an accessible route that people with disabilities can use to safely transition from a roadway to a curbed sidewalk and vice versa.

Detectable Warnings: A surface feature built in or applied to walking surfaces or other elements to warn of hazards on a pedestrian access path.

Disability. With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Discrimination on the basis of disability. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity. This includes:

- (1) Limit, segregate, or classify a citizen in a way that may adversely affect opportunities or status because of the person's disability;
- (2) To participate in a contract that could subject a qualified citizen with a disability to discrimination;
- (3) To use any standards, criteria or methods of administration that have the effect of discriminating on the basis of disability; to deny equal benefits because of a disability;
- (4) To fail to make reasonable accommodations to known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue burden on the City or County's operations.

DOJ/USDOJ. United States Department of Justice

DOT/USDOT. United States Department of Transportation

Facility. Means all or any portion of buildings, structures, sites, complexes, equipment, rolling stock or other conveyances, roads, walks, passageways, parking lots, or other real or personal property, including the site where the building, property, structure, or equipment is located.

Has a record of such an impairment. Means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

Is regarded as having an impairment. Means—

- (1) Has a physical or mental impairment that does not substantially limit major life activities but that is treated by a public entity as constituting such a limitation;
- (2) Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or
- (3) Has none of the impairments defined in paragraph (1) of this definition but is treated by a public entity as having such an impairment.

Major life activities. Means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Pedestrian Generator Map. A Pedestrian Generator Map identifies land uses that are most likely to create pedestrian trips either to or from them. For the purpose of the Transition Plan, pedestrian generators were placed into one of three categories: Priority Level 1 (Create a high number of pedestrian trips), Priority Level 2 (Create a moderate number of pedestrian trips), or Priority Level 3 (Create a low number of pedestrian trips). A detailed list of land uses and their assigned priority level is shown in Table 1.

Pedestrian Right-of-Way. Portion of land area owned by the city or county and provided by dedication for use by the public through walking, wheelchair or other non-automobile device.

Physical or Mental Impairment. Means—

- (1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine;
- (2) Any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- (3) The phrase physical or mental impairment includes, but is not limited to, such contagious and noncontagious diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, specific learning disabilities, HIV disease (whether symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.
- (4) The phrase physical or mental impairment does not include Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, or other sexual behavior disorders; Compulsive gambling, kleptomania, or pyromania; or Psychoactive substance use disorders resulting from current illegal use of drugs.

Public Entity. Means—

- (1) Any State or local government;
- (2) Any department, agency, special purpose district, or other instrumentality of a State or States or local government.
- (3) Certain commuter authorities as well as AMTRAK.

Public Right of Way Accessibility Guidelines (PROWAG). This document reflects the best practices for designing accessible pedestrian facilities.

Qualified Individual with a Disability. An individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Readily Achievable. Easily accomplishable and able to be carried out without much difficulty or expense. Examples include lowering mirrors, install side ramping of a few steps, installation of grab bars where only routine reinforcement of the wall is required and similar modest adjustments.

Reasonable Accommodation. All public entities must make “reasonable accommodation” to the known physical or mental limitations of otherwise qualified applicants or employees with disabilities, unless the public entity can show that the accommodation would impose an “undue hardship” on the operation of its program.

Reasonable Modification. An adjustment to rules policies or procedures to accommodate an individual whose disability makes it impossible to comply otherwise when such adjustment does not fundamentally alter the nature of the program, service or activity. Example:

- (1) Granting a variance in the zoning requirement when a ramp is installed to the front entrance of a building but will encroach on the established set-back by three feet.

Self-Evaluation. Means—

- (1) A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.
- (2) A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.
- (3) A public entity that employs 50 or more persons shall, for at least three years following completion of the self-evaluation, maintain on file and make available for public inspection:
 - a. A list of the interested persons consulted;
 - b. A description of areas examined and any problems identified; and
 - c. A description of any modifications made.

Structurally Impracticable. Changes having little likelihood of being accomplished without removing or altering a load bearing structural member and/or incurring an increased cost of 50 percent or more of the value of the element of the facility or building involved.

Technically Infeasible. With respect to an alteration of an existing element, that it has little likelihood of being accomplished because existing physical or site constraints prohibit modification or addition of elements, spaces, or features to bring the element into full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility.

Transition plan.

- (1) In the event that structural changes to facilities are undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop a transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing

individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

- (2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.
- (3) The plan shall, at a minimum—
 - a. Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
 - b. Describe in detail the methods that will be used to make the facilities accessible;
 - c. Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
 - d. Indicate the official responsible for implementation of the plan.

Undue Burden. An action requiring significant difficulty or expense when considering the nature and cost of the accommodation in relation to the size, resources, and structure of the specific operation.

Appendix A: Guidance Document from Troy Woodruff, INDOT Chief of Staff



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

100 North Senate Avenue
Room 14755
Indianapolis, Indiana 46204

PHONE: (317) 232-6533
FAX: (317) 232-_____

Mitchell E. Daniels, Jr., Governor
Michael B. Cline, Commissioner

August 2, 2012

All Local Public Agencies (LPA)

RE: LPA Annual Pre-Award Certification and the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act (Section 504)

Due to several questions we at the Indiana Department of Transportation (INDOT) have received regarding the LPA Annual Pre-Award Certification, the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973 (Section 504), I want to explain the purpose of the pre-award certification and briefly list the minimum requirements a local community must meet to comply with the nondiscrimination laws as they relate to persons with a disability. I strongly encourage all local communities to strive to exceed the minimum requirements and show that Indiana is committed to ensuring equal access to all persons.

Earlier this year INDOT notified local communities via the Local Technical Assistance Program (LTAP) that we developed an electronic self-reporting tool, the local community Annual Pre-Award Certification and Assurance, for locals. The purpose of this self-reporting tool is to assist INDOT in gathering baseline information to monitor local community compliance with the relevant civil rights laws. The LPA Annual Pre-Award Certification and Assurance is a short survey that outlines the basic requirements for compliance with the relevant nondiscrimination laws. The information reported will be shared with the Federal Highway Administration (FHWA). Additionally, the information will be used to monitor the good faith efforts of a local community to comply with the nondiscrimination laws.

Each local community was required to complete the LPA Annual Pre-Award Certification and Assurance by June 30, 2012. If your community has not completed the LPA Annual Pre-award Certification and Assurance, please do so immediately. Those entities that do not complete the LPA Annual Pre-Award Certification and Assurance will receive a notice in September.

As a part of your contractual agreement with INDOT, you must voluntarily comply with the relevant nondiscrimination laws. Failure to make a good faith effort to comply with these laws could result in a deferral of funding for a local community's projects pending the local community voluntarily coming into compliance.

Under the ADA and Section 504, a local community should at a minimum:

1. Designate an employee of the local community as an ADA/504 Coordinator, who is responsible for overseeing compliance with the nondiscrimination laws as they relate to persons with a disability.

2. Develop and distribute on an ongoing basis a notice to the public regarding their rights under the ADA and Section 504 and the local community's responsibilities under the law. A model nondiscrimination statement containing the minimum requirements for a nondiscrimination statement is available on the Department of Justice (DOJ) website at: <http://www.ada.gov/ocrtoolkit/chap2toolkit.htm>.
3. Develop and/or adopt a grievance or complaint procedure that provides for prompt and equitable resolution of complaints. A model grievance or complaint procedure containing the minimum requirements for a nondiscrimination statement is available on the DOJ website at: <http://www.ada.gov/ocrtoolkit/chap2toolkit.htm>.
4. Develop and/or adopt accessibility standards, specifications and design details. Design standards should reflect the most current Americans with Disabilities Act Accessibility Guidelines (ADAAG) for buildings. The current ADA standards are available on the Access Board website at: <http://www.access-board.gov/ada/>. A local community's design standards for pedestrian facilities may reflect the draft Public Right of Way Accessibility Guidelines (PROWAG). Although, the PROWAG is currently in rulemaking, INDOT strongly encourages the use of the PROWAG since it reflects the best practices for designing accessible pedestrian facilities. The PROWAG is available on the Access Board website at: <http://www.access-board.gov/prowag/>.
5. Complete a self-evaluation and inventory of all of its facilities, programs, policies and activities to evaluate whether there are access barriers for persons with disabilities. To avoid a duplication of efforts, communities located within the jurisdiction of a Metropolitan planning Organization (MPO) planning area should contact their MPO before beginning their inventory. Many MPOs have begun inventories of their planning areas.
6. Develop an ADA/504 plan for removing the access barriers identified in its inventory that includes a budget and schedule for improvements. All local communities receiving federal funds are required to have a transition plan. Additionally, all local communities with 50 or more employees, regardless of whether they receive federal funds, must have a plan.
7. Implement its accessibility plan and regularly monitor progress at removing barriers. INDOT recommends a reevaluation occur at least once every three to five years.

All INDOT local communities should have an initial ADA/504 plan completed by December 31, 2012.

These are the minimum requirements for compliance with the applicable disability nondiscrimination laws.

Commencing August 6, 2012, the INDOT District Customer Service Manager will contact you to confirm you have received the letter and will request information regarding the status of your Transition Plan.

The information in this letter is intended as guidance for recipients of funds from INDOT and should not be interpreted as legal advice. Each local community has the ongoing responsibility to comply with the civil rights laws, including the ADA and Section 504. Furthermore, each local community must develop an accessibility plan for the removal of access barriers that meets their unique needs as a community based on their available resources. There is not a template or boilerplate transition plan that would serve the needs of all local communities. If you have specific questions regarding how to comply with the law, please contact independent counsel.

Additional resources, including sample plans, are available on the INDOT LPA/MPO webpage: <http://www.in.gov/indot/2390.htm>. INDOT wants to provide as many resources as possible; however, INDOT cannot provide legal advice regarding the adequacy of a local community's self-evaluation/inventory or ADA/504 plan. Should you have any general questions regarding the ADA or Section 504 that relate to doing business with INDOT, please contact:

Letosha N. Higgins

Title VI/ADA Program Manager

(317) 234-6142

lhiggins@indot.in.gov

For technical questions regarding accessing the LPA Annual Pre-Award Certification and Assurance via the INDOT Technical Application Pathway (TAP), please contact:

Ann Bishop

Grants and Special Initiatives Coordinator

abishop1@indot.in.gov

This letter should serve as the prevailing guidance from INDOT.

Thank you for your attention to this matter.

Sincerely,



Troy A. Woodruff
INDOT Chief of Staff

Appendix B: Construction Standards for New Sidewalks

APPENDIX B – CONSTRUCTION STANDARDS FOR NEW SIDEWALKS

SPECIAL PROVISIONS

NOTICE: These Special Provisions amend or supplement Section 604 -- SIDEWALKS, CURB RAMPS, STEPS, AND HANDRAILS as written in the Indiana Department of Transportation Standard Specifications dated 2012. All provisions which are not so amended or supplemented remain in full force and effect.

Copies of the Standard Specifications can be downloaded from the INDOT website at www.in.gov/dot.

Indiana Department of Transportation Standard Specifications SECTION 604 – SIDEWALKS, CURB RAMPS, STEPS, AND HANDRAILS

Section 604.03(a) General Requirements

DELETE the following language from the first paragraph:

Poles shall be located so as not to impede the usage or safety of the curb ramps.

DELETE the last paragraph of the subsection.

ADD the following language to the Section:

Curb ramps, blended transitions or a combination thereof must connect the Pedestrian Access Route (PAR) to each pedestrian street crossing. Curb ramps and blended transitions must be wholly contained within the pedestrian street crossing served. Typically, two (2) curb ramps must be provided at each street corner. In alterations where existing physical constraints prevent two (2) curb ramps from being installed at a street corner, a single diagonal curb ramp is permitted to be installed.

The continuous clear width of the Pedestrian Access Route shall be no less than four (4) feet, exclusive of the width of the curb. Where sidewalks are wider than four (4) feet, only a portion of the sidewalk is required to comply with the requirements of the Americans with Disabilities Act (ADA).

Where the clear width of the Pedestrian Access Route (PAR) is less than five (5) feet, passing spaces shall be provided at intervals of 200 feet maximum. Passing spaces shall be five (5) feet by five (5) feet minimum. Passing spaces are permitted to overlap PAR's.

Where PAR's are contained within a street or highway Right-of-Way, the grade of the PAR shall not exceed the general grade established for the adjacent street or highway. Where PAR's are not contained within a street or highway Right-of-Way, the grade of the PAR shall be five (5) percent maximum.

A turning space four (4) feet minimum by four (4) feet minimum shall be provided at the top of each curb ramp and shall be permitted to overlap other turning spaces and clear spaces.

The running slope of the curb ramp shall cut through or shall be built up to the curb at right angles or shall meet the gutter grade break at right angles where the curb is curved. The running slope of the ramp shall be five (5) percent minimum and 8.3 percent maximum but shall not require the length of the ramp to exceed 15 feet. The running slope of the turning space shall be two (2) percent maximum.

Section 604.05 Reconstructed PCC Sidewalks

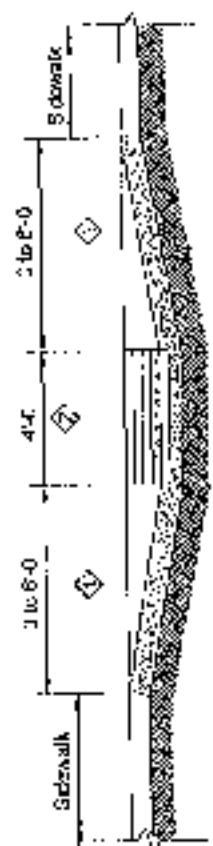
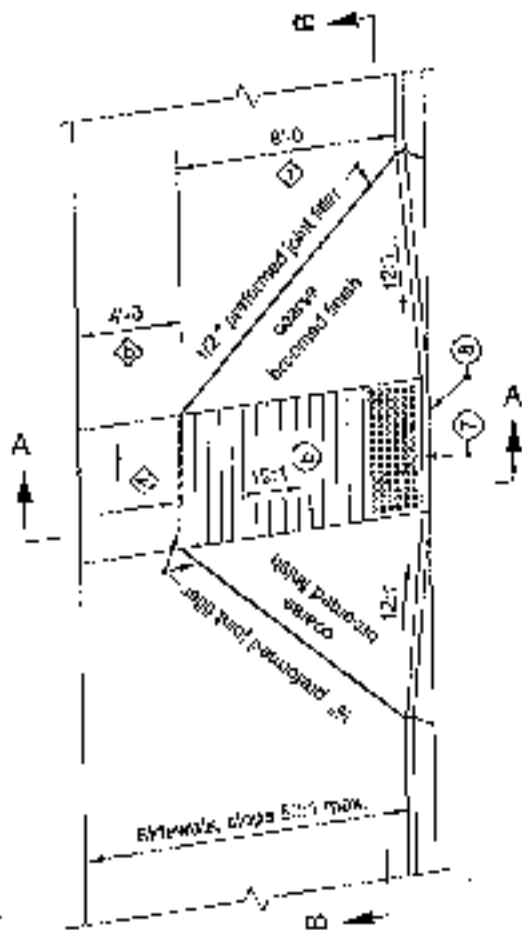
MODIFY the last paragraph to read as follows:

The new sidewalk shall have a joint pattern similar to the surrounding sidewalk with spacing at no greater than every six (6) feet. One half (1/2) inch transverse expansion joints shall be placed not more than 40 feet apart and one half (1/2) inch expansion joints shall be placed along intersecting sidewalks, yard walks, carriage walks, curb ramps, and street curbing. Sidewalks placed at residential drives shall be six (6) inches thick, or the same depth of the existing drive whichever is greater. Sidewalks placed at commercial drives shall be nine (9) inches thick, or the same depth of the existing drive, whichever is greater.

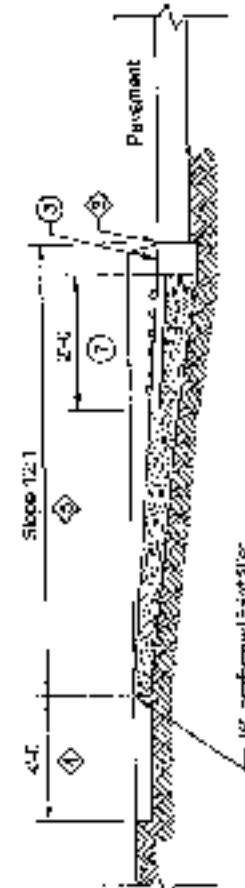
END OF DOCUMENT

NOTES:

- ⑥ See Standard Drawing E 604-SWCR-02 for groove details.
- ⑦ See Standard Drawing E 604-SWCR-02 for details of the detectable warning.
- ⑧ See Standard Drawing E 604-SWCR-02 for alternate curb configuration.
- 10. See Standard Drawing E 604-SWCR-01 and -02 for Location Plan and General Notes respectively.
- 11. See Standard Drawing E 604-SWCR-02 for typical ramp construction details.



SECTION B-B



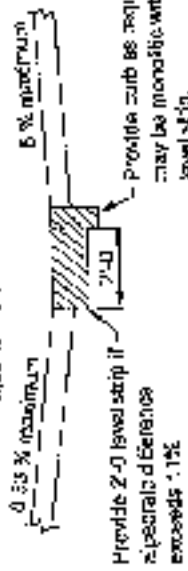
SECTION A-A

INDIANA DEPARTMENT OF TRANSPORTATION	
SIDEWALK CURB RAMP TYPE A	
SEPTEMBER 2008	
STANDARD DRAWING NO. C 804-SWCR 00	
	DATE 2008
	BY DAVID L. VANDENBROUCKE
	DATE 2008
	BY DAVID L. VANDENBROUCKE
SCALE: AS SHOWN	

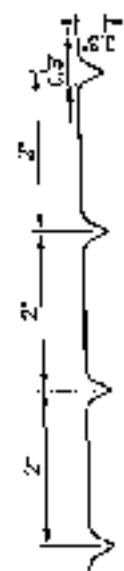
GENERAL NOTES:

1. These dimensions are based on a 6 in. curb height. They shall be proportionally adjusted for other curb heights.
2. Where stone finish is required, construction to the width shown, curb width may be decreased to a minimum of 3'-0".
3. The bottom edge of the curb ramp shall be flush with the edge of adjacent pavement and gutter line.
4. Landing areas at the top of curb ramps shall have maximum cross slope of 5:1 in any direction. When side-incurbability is required, a landing slope of 5:1 in any direction, the slope perpendicular to the curb face, shall not exceed 5:1.
5. If side-incurbability is required, construction to the width shown, the landing width may be decreased to 3'-0" minimum. The landing slope of the curb ramp may be steepened to a maximum of 10:1 for a maximum 8 in. rise.

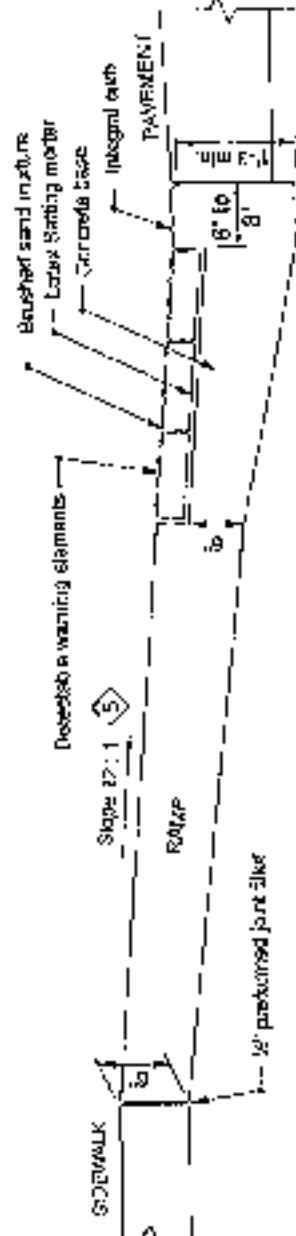
6. Drainage inlets shall be located uphill from curb ramps to prevent puddles at the point of travel.
7. See Standard Drawing E 904-SW-12 for improved access on narrow sidewalks.
8. Adjacent difference in grade between the base of curb ramp and the gutter shall be limited to less than 1/8". If it is not practical, a 2'-0" wide level strip shall be provided. See detail sketch.
9. Minimum recommended width of curb ramp is 4'-2".



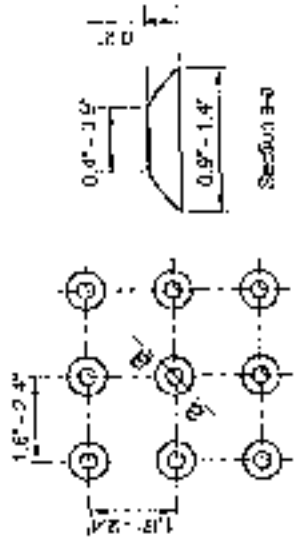
CHANGE OF GRADE



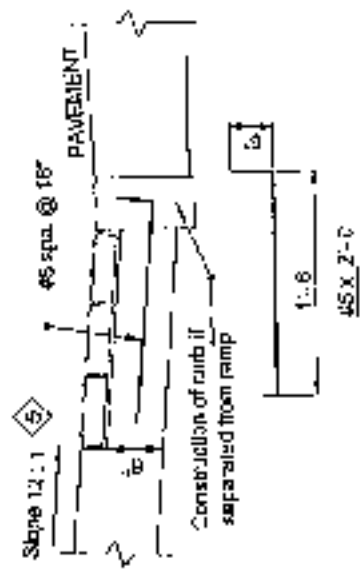
DETAIL OF RAMP GROOVES



TRUNCATED DOMES USED IN DETECTABLE WARNING



RAMP AND BRICK SURFACE CONSTRUCTION DETAIL



ALTERNATE CURB CONSTRUCTION

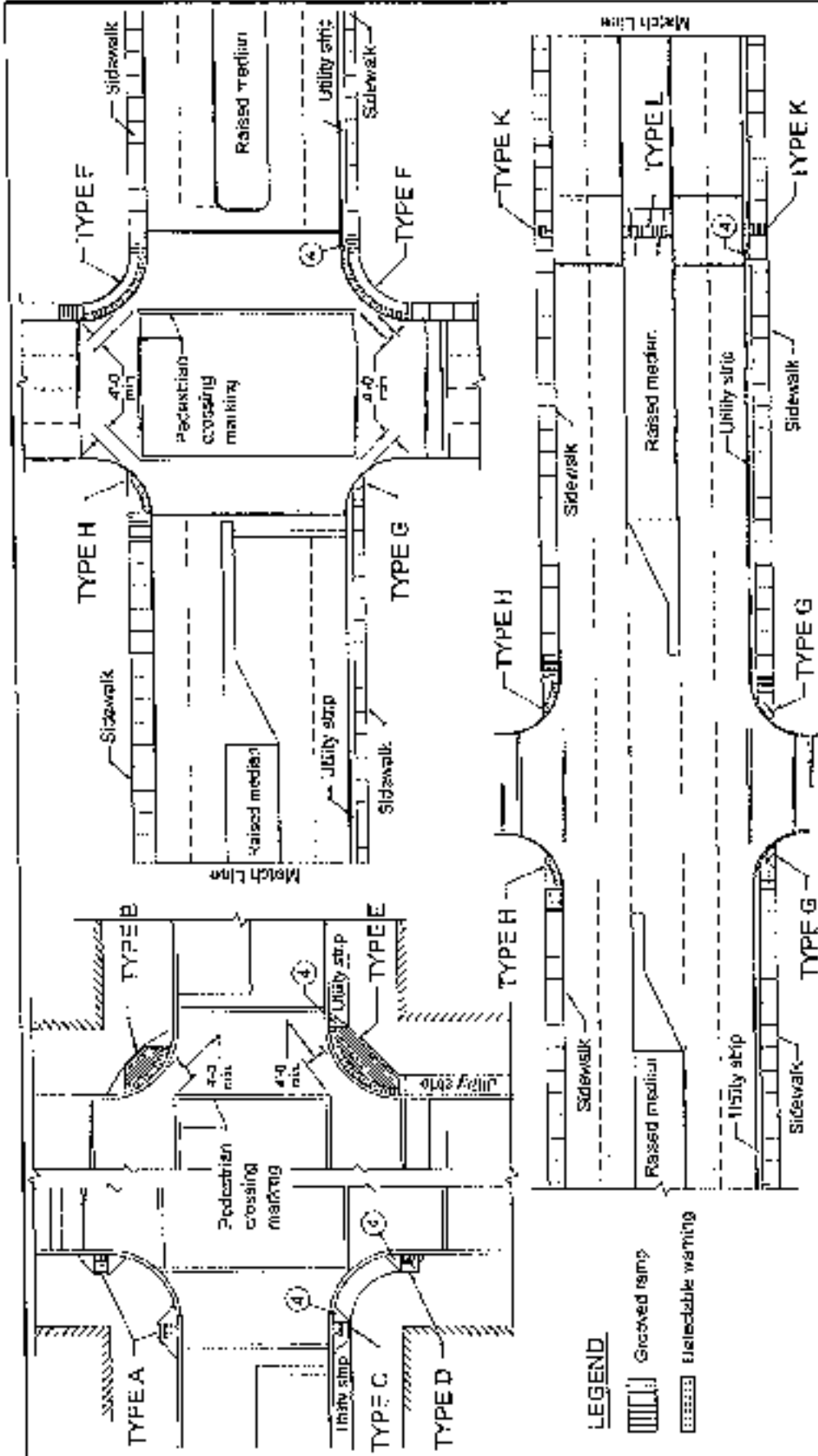
INDIANA DEPARTMENT OF TRANSPORTATION
SIDEWALK CURB RAMPS
 GENERAL NOTES & DETAILS
 SEPTEMBER 2005
 STANDARD DRAWING NO. E 904-SW-12-02

APPROVED FOR THE DIRECTOR
 DATE



DESIGNED BY
 DATE

CHECKED BY
 DATE

SCALE: AS SHOWN




LEGEND

-  Grooved ramp
-  Selectable warning

1. The curb ramp type includes the ramp and flared sides as indicated on the details. A level landing shall be provided at the high end of every curb ramp.
2. For details of sidewalk curb ramp types see Standard Drawings E 504-SWCR-03 to -11.
3. The curb ramps shall be placed within the marked crosswalk area.

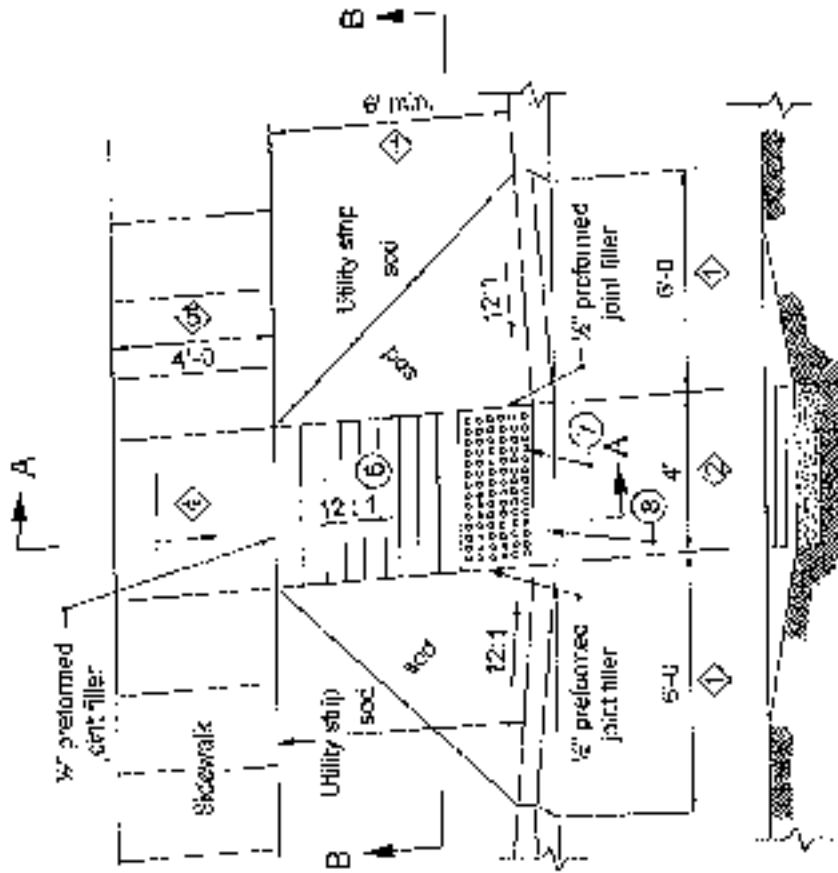
④ Flared side of sidewalk curb ramp next to utility strip shall be sanded.

5. See Standard Drawing E 504-SWCR-02 for General Notes.

INDIANA DEPARTMENT OF TRANSPORTATION	
LOCATION PLAN FOR SIDEWALK CURB RAMP	
SEPTEMBER 2025	
STANDARD DRAWING NO. E 504-SWCR-01	DATE: 09/03/2025
	
DRAWN BY: [Name] CHECKED BY: [Name]	

NOTES:

- ③ See Standard Drawing E 604-SWCR-02 for groove details.
- ⑦ See Standard Drawing E 604-SWCR-02 for details of the detectable warning surface.
- ⑥ See Standard Drawing E 604-SWCR-02 for alternate curb construction.
9. See Standard Drawing E 604-SWCR-02 for typical ramp construction detail.
10. See Standard Drawing E 604-SWCR-01 and -02 for Location Plan and General Notes respectively.



SECTION B-B

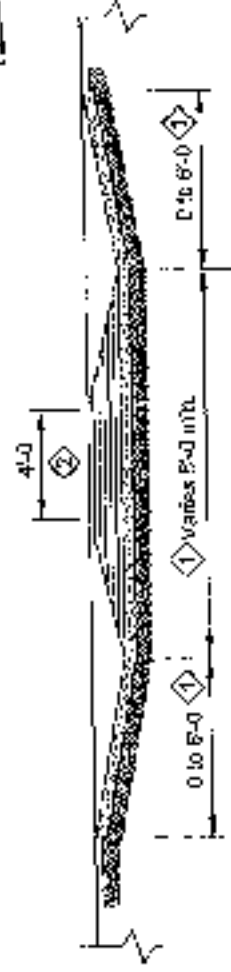
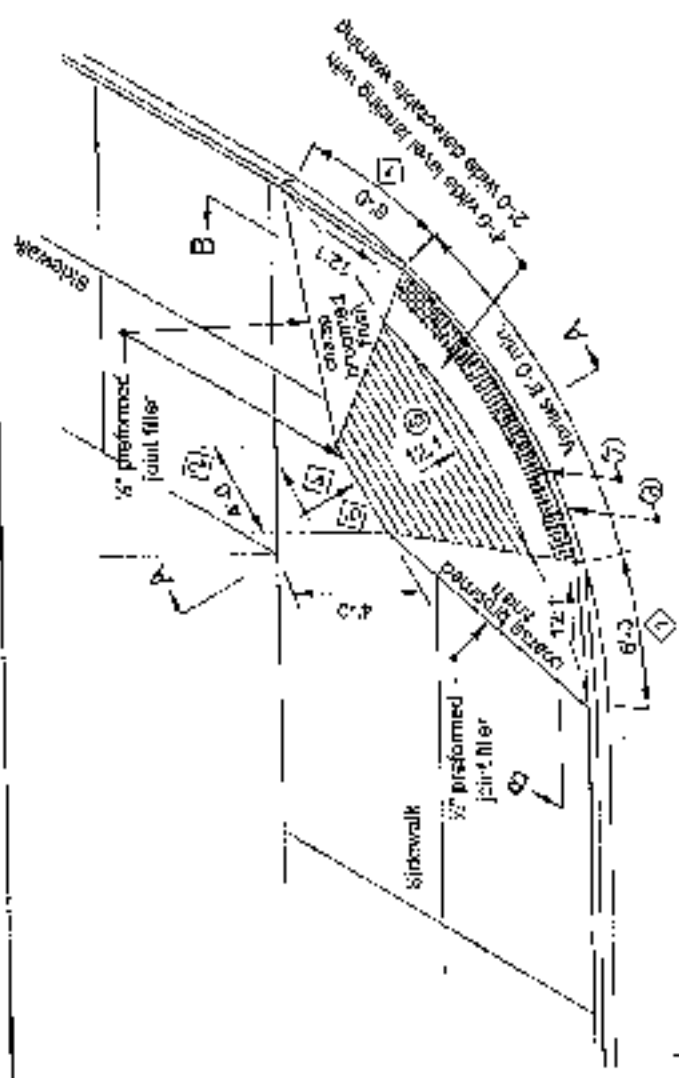


SECTION A-A

INDIANA DEPARTMENT OF TRANSPORTATION	
SIDEWALK CURB RAMPS TYPE C	
SEPTEMBER 2005	
STANDARD DRAWING NO. E 604-SWCR-00	
	ALL DIMENSIONS UNLESS OTHERWISE SPECIFIED IN FEET & INCHES UNLESS OTHERWISE SPECIFIED
L. ROBERT L. SMITH PROFESSIONAL ENGINEER No. 1230 STATE OF INDIANA	DATE: 09/01/05 DRAWN BY: [Name] CHECKED BY: [Name]

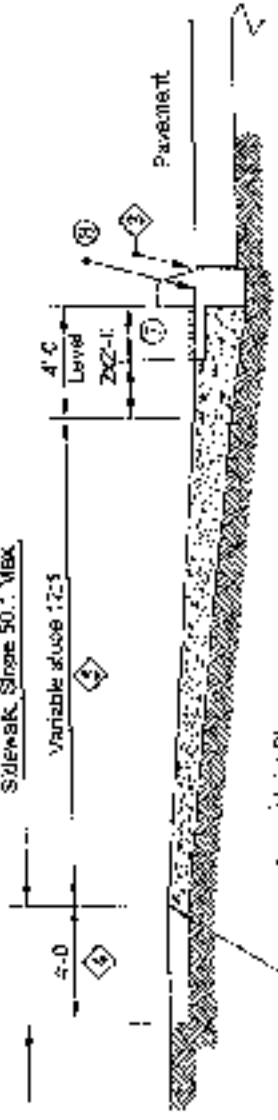
NOTES :

- ⑥ See Standard Drawing E 604-SWCR-02 for groove details.
- ⑦ See Standard Drawing L 604-SWCR-02 for details of the detectable warnings.
- ⑧ See Standard Drawing E 604-SWCR-02 for alternate curb construction.
- 9. See Standard Drawing E 604-SWCR-02 for typical ramp construction detail.
- 10. See Standard Drawing E 604-SWCR-01 and -02 for Location Plan and General Notes respectively.



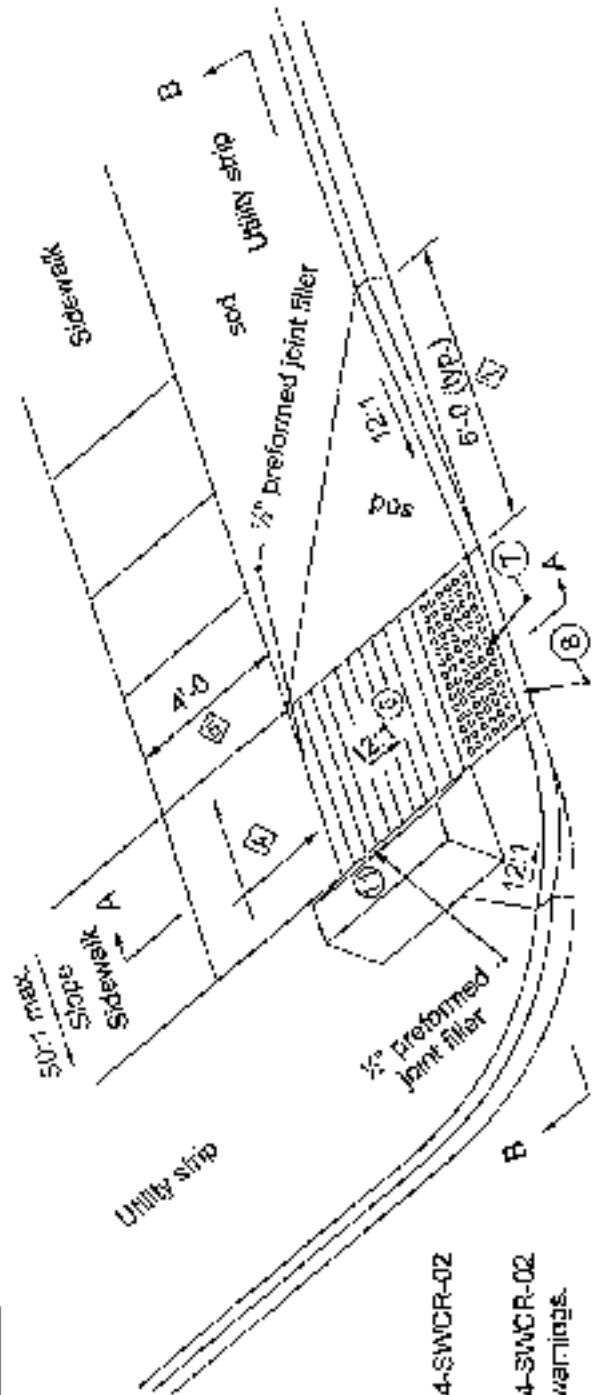
SECTION B-B

Sidewalk, Slope 50.1 MBX



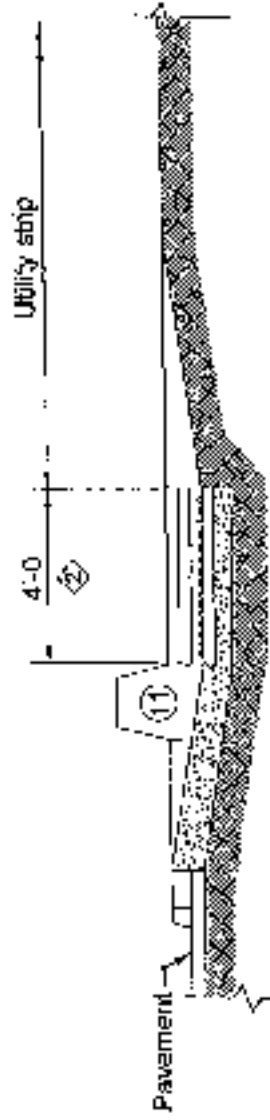
SECTION A-A

INDIANA DEPARTMENT OF TRANSPORTATION	
SIDEWALK CURB RAMP TYPE B	
SEPTEMBER 2005	
STANDARD DRAWING NO. E 604-SWCR-04	
PREPARED BY: E. J. ... CHECKED BY: ... DATE: ...	DESIGNED BY: ... CHECKED BY: ... DATE: ...

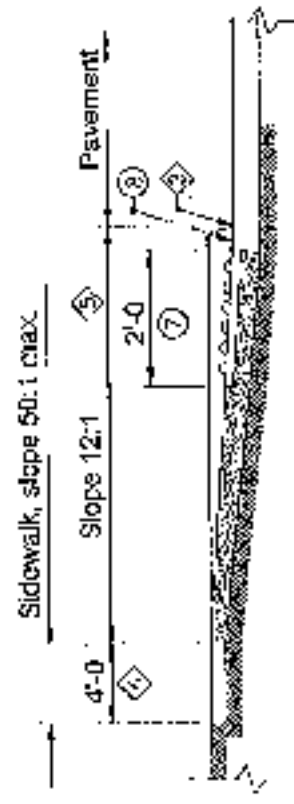


NOTES:

- ⑥ See Standard Drawing E 604-SWCR-02 for groove details.
- ⑦ See Standard Drawing F 604-SWCR-02 for details of the detectable warnings.
- ⑧ See Standard Drawing E 604-SWCR-02 for alternate curb construction.
- ⑨ See Standard Drawing E 604-SWCR-02 for typical ramp construction detail.
- ⑩ See Standard Drawing E 604-SWCR-01 and -02 for Plan Location and General Notes respectively.
- ⑪ Street furnishing such as planter, signal base, etc.



SECTION B-B

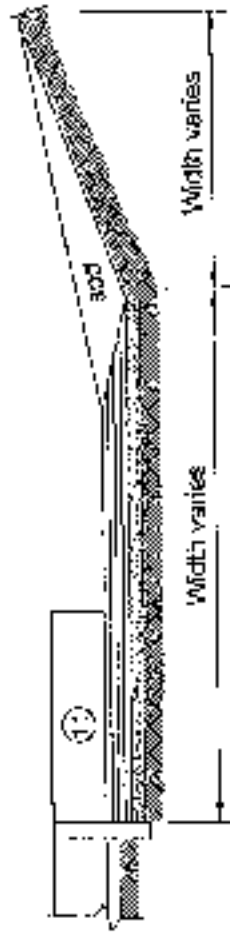
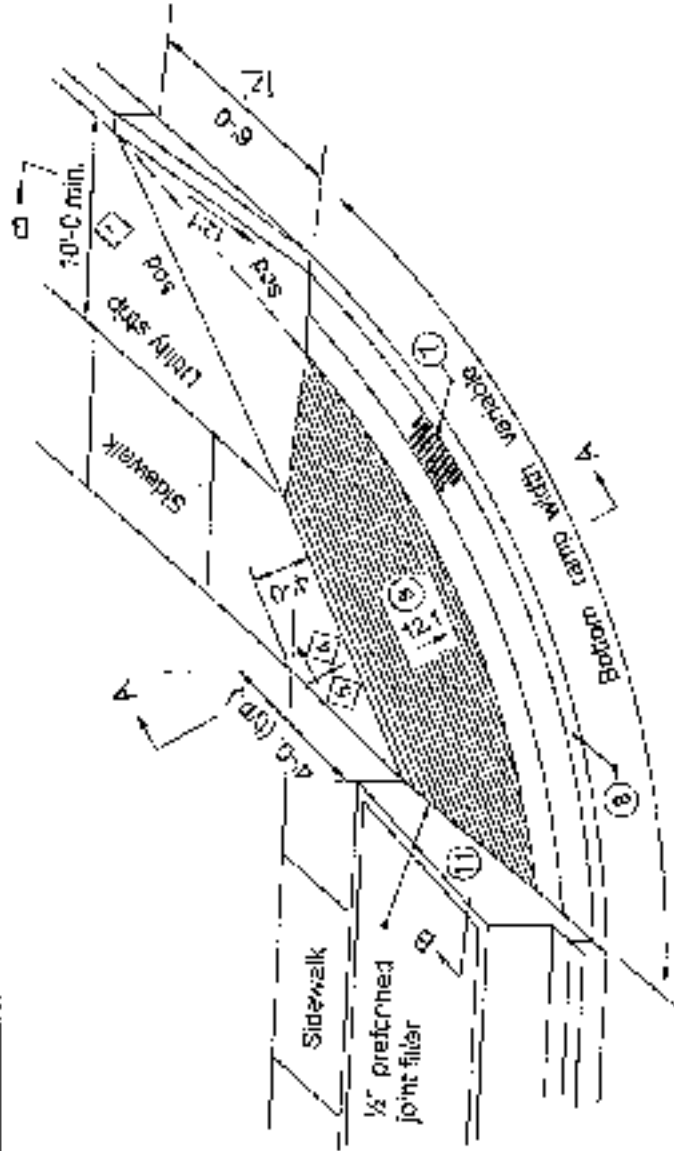


SECTION A-A

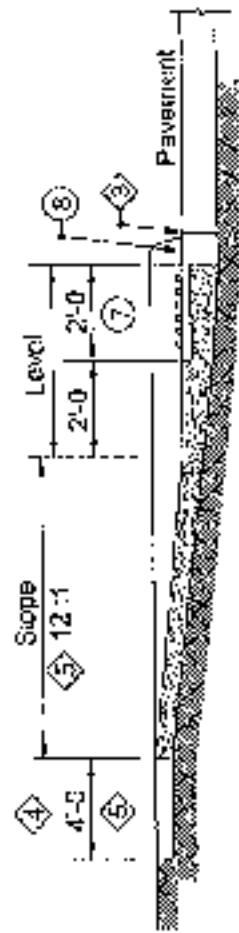
INDIANA DEPARTMENT OF TRANSPORTATION	
SIDEWALK RAMP CURB TYPE D	
SEPTEMBER 2005	
STANDARD DRAWING NO. E 604-SWCR-06	
	BY: RICHARD D. SPARKS REGISTERED PROFESSIONAL ENGINEER
	DATE: 09/01/05
FOR: INDIANA DEPARTMENT OF TRANSPORTATION	DESIGNED BY: RICHARD D. SPARKS
CHECKED BY: RICHARD D. SPARKS	DATE: 09/01/05

NOTES:

- ⑥ See Standard Drawing E 604-SWCR-02 for grooves details.
- ⑦ See Standard Drawing E 604-SWCR-02 for details of detectable warning surface.
- ⑧ See Standard Drawing E 604-SWCR-02 for alternate curb construction.
- 9. See Standard Drawing E 604-SWCR-02 for typical ramp construction detail.
- 10. See Standard Drawing E 604-SWCR-01 and -02 for Plan Location and General Notes respectively.
- ⑪ Street furnishing such as planter, signal base, etc.



SECTION B-B

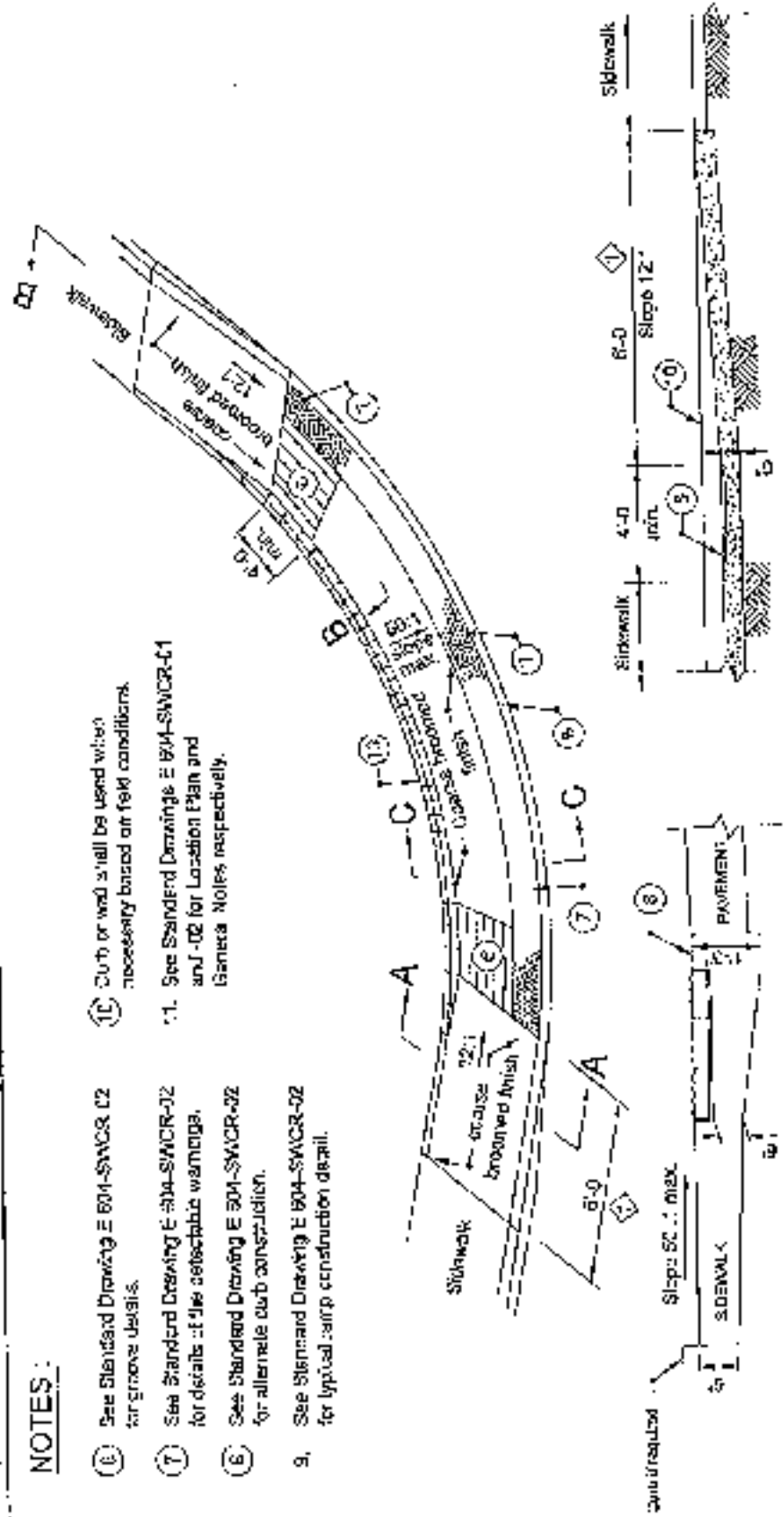


SECTION A-A

INDIANA DEPARTMENT OF TRANSPORTATION	
SIDEWALK CURB RAMPS TYPE E	
SEPTEMBER 2000	
STANDARD DRAWING NO. E 604-SWCR-07	
	L. J. ... PROFESSIONAL ENGINEER No. 97,500 State of Indiana Exp. 12/31/04
	J. ... PROFESSIONAL ENGINEER No. 90,288 State of Indiana Exp. 12/31/04
DATE: 09/01/00	

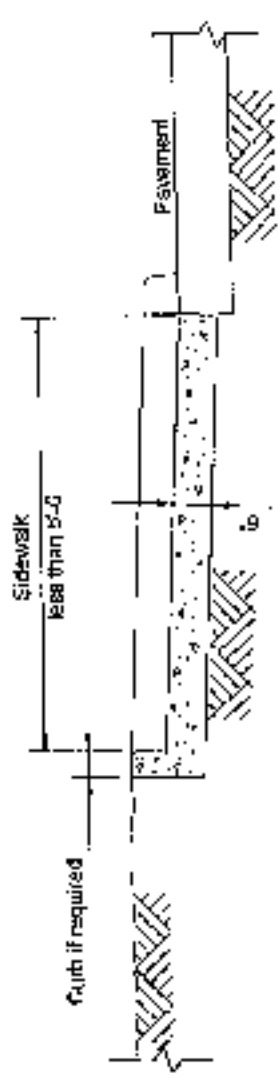
NOTES:

- (1) See Standard Drawing E 504-SWCR-02 for groove details.
- (2) See Standard Drawing E 504-SWCR-02 for details of the detectable warnings.
- (3) See Standard Drawing E 504-SWCR-02 for alternate curb construction.
- 4. See Standard Drawing E 504-SWCR-02 for typical strip construction detail.
- (5) Curb or wall shall be used when necessary based on field conditions.
- (6) See Standard Drawings E 504-SWCR-01 and J-02 for Location Plan and General Notes respectively.



SECTION C-C

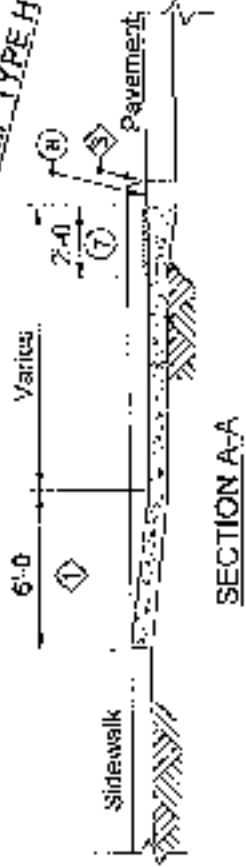
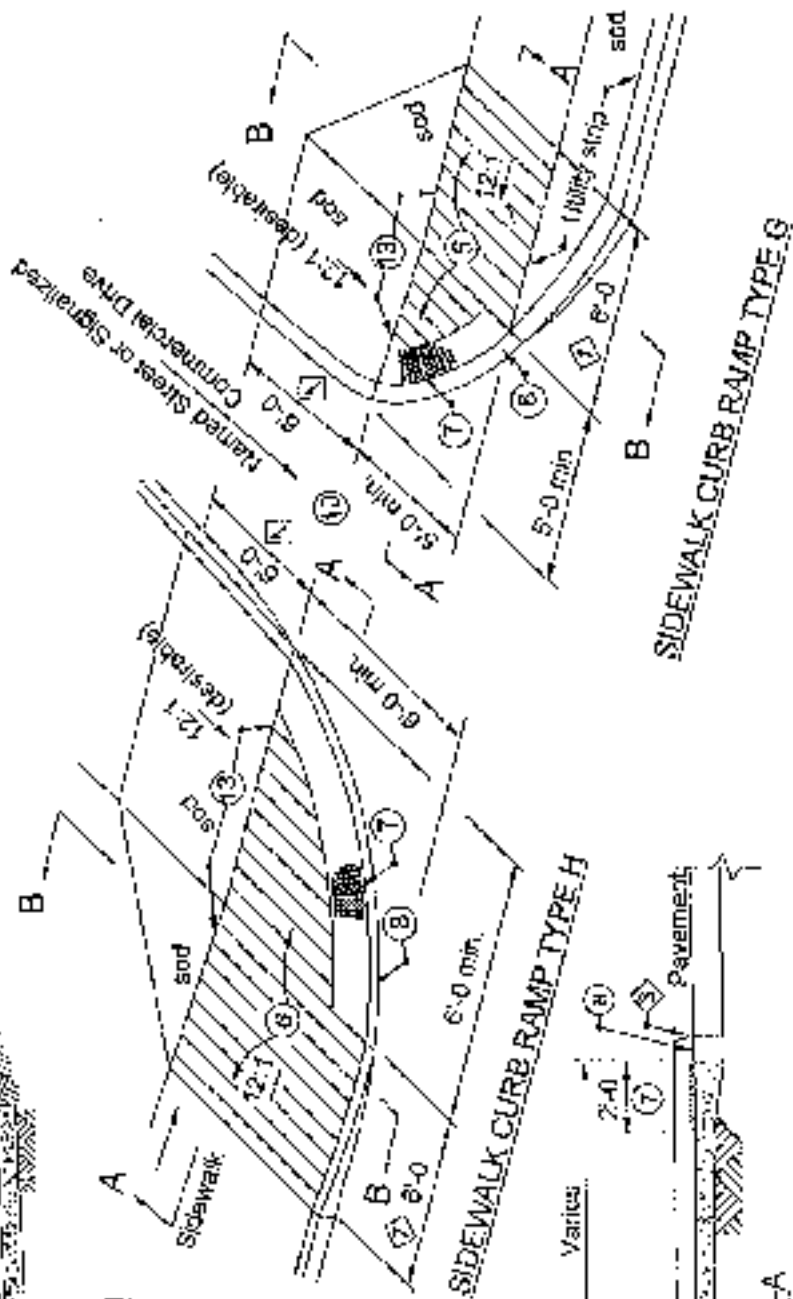
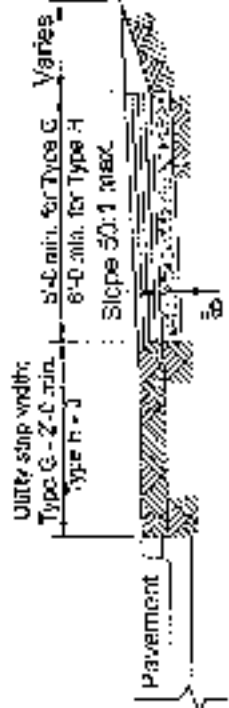
SECTION B-B



SECTION A-A

INDIANA DEPARTMENT OF TRANSPORTATION
SIDEWALK CURB RAMPS
TYPE I
 SEPTEMBER 2005
 STANDARD DRAWING NO. E 504-SWCR-08

	ROBERT E. HARKNESS PROFESSIONAL ENGINEER STATE OF INDIANA NO. 97150
	JAMES A. GENTRY PROFESSIONAL ENGINEER STATE OF INDIANA NO. 26094



NOTES:

- ⑥ See Standard Drawing E 604-SWCR-02 for groove details.
- ⑦ See Standard Drawings E 604-SWCR-02 for details of the detectable warning surface.
- ⑧ See Standard Drawing E 604-SWCR-02 for alternate curb construction.
- ⑩ Sidewalk across approach shall be sloped at 50:1 maximum transversely.
- 11. See Standard Drawing E 604-SWCR-02 for typical ramp construction detail.
- 12. See Standard Drawing E 604-SWCR-01 and -02 for Location Plan and General Notes respectively.
- ⑬ Vertical face curb optional.

INDIANA DEPARTMENT OF TRANSPORTATION

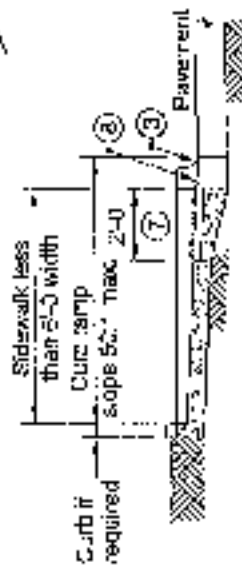
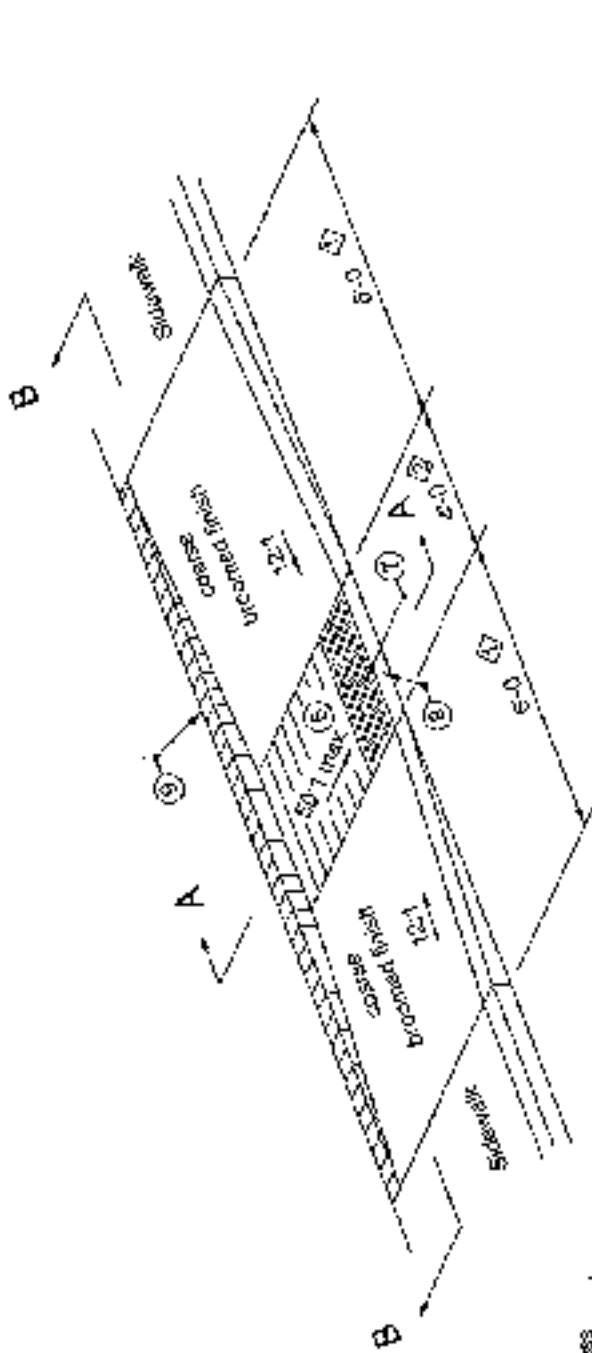
**SIDEWALK CURB'S RAMPS
 TYPE G AND TYPE H**

SEPTEMBER 2005
 STANDARD DRAWING NO. E 604-SWCR-09

APPROVED FOR THE BOARD OF SUPERVISORS

APPROVED FOR THE BOARD OF SUPERVISORS

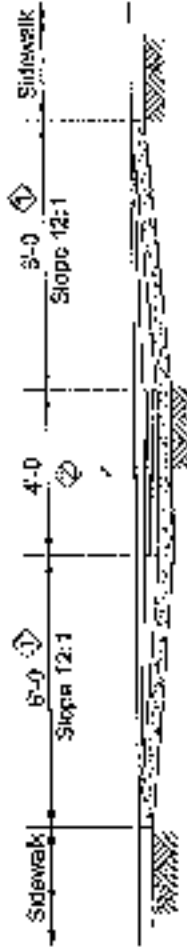
APPROVED FOR THE BOARD OF SUPERVISORS



SECTION A-A

NOTES:

- (6) See Standard Drawing E 604-SWCR-02 for groove details.
- (7) See Standard Drawing E 604-SWCR-02 for details of detectable warnings surface.
- (8) See Standard Drawing E 604-SWCR-02 for alternate curb construction.



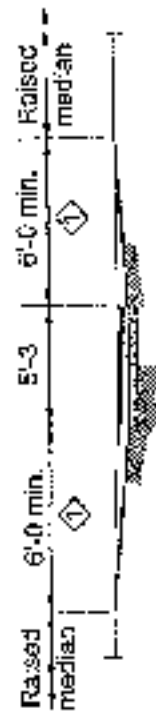
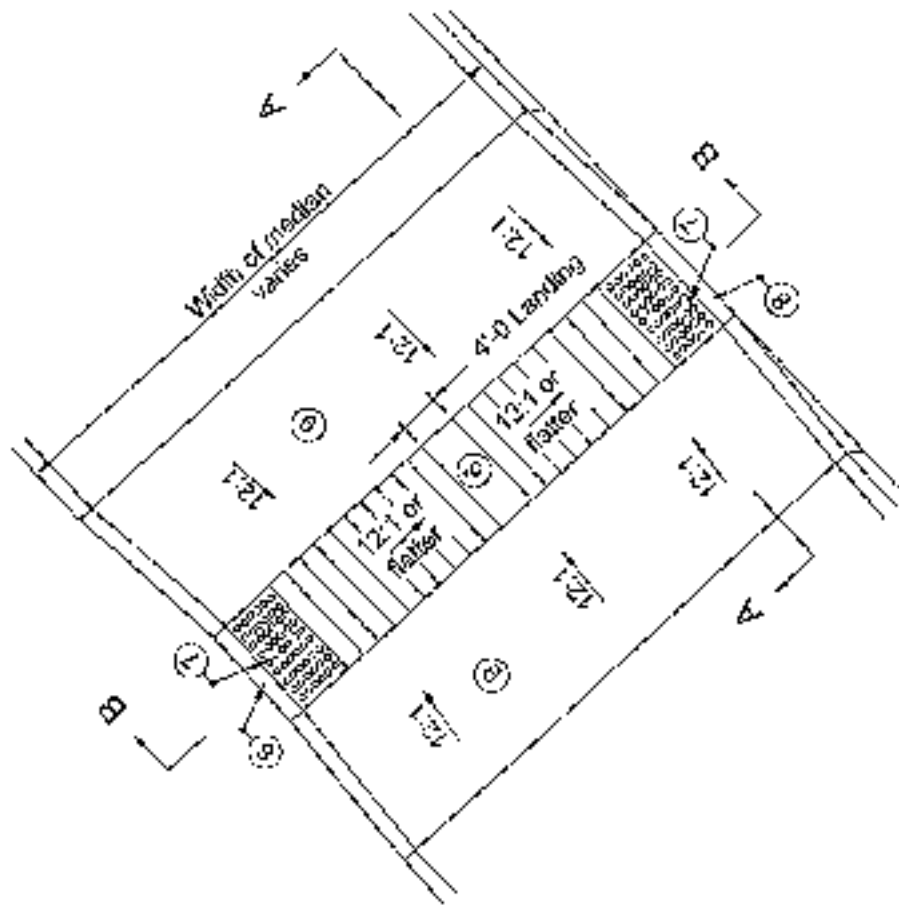
SECTION B-B

INDIANA DEPARTMENT OF TRANSPORTATION	
SIDEWALK CURB RAMP TYPE X	
SEPTEMBER 2005	
STANDARD DRAWING NO. E 604-SWCR-13	
	JAMES L. PROCTOR PROFESSIONAL ENGINEER No. 91730 State of Indiana Exp. 12/31/2007

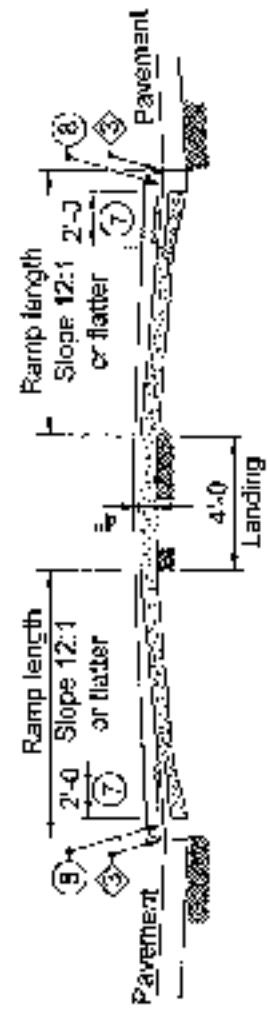
- (9) Curb optional. Shall to use when necessary based on field conditions.
- 10. See Standard Drawing E 604-SWCR-02 for typical ramp construction detail.
- 11. See Standard Drawing E 604-SWCR-01 and -02 for Location Plan and General Notes respectively.

NOTES:

- ⑥ See Standard Drawing E 604-SWCR-02 for groove details.
- ⑦ See Standard Drawing E 604-SWCR-02 for details of the detectable warnings.
- ⑧ See Standard Drawing E 604-SWCR-02 for alternate curb construction.
- ⑨ Match material in place or in place for median.
- ⑩ See Standard Drawing E 604-SWCR-02 for typical ramp construction details.
- ⑪ See Standard Drawing E 604-SWCR-01 and -02 for Location Plan and General Notes respectively.
- ⑫ Ramp cross slope SD:1 casirable or match grade of roadway.
- ⑬ Detectable warnings are not required where the roadway crossing is controlled by traffic signals timed to provide full width street crossing by pedestrians.



SECTION A-A



SECTION B-B

INDIANA DEPARTMENT OF TRANSPORTATION	
SIDEWALK CURB RAMPS TYPE L	
SEPTEMBER 2006	
STANDARD DRAWING NO. E 604-SWCR-11	
	DATE
	BY
DATE	BY
DATE	BY

Appendix C: Grievance Policy, Procedure and Form

Posey County, Indiana Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Posey County. The County Employee Handbook set forth in chapter 2.90 of the Posey County Code governs employment related complaints of disability discrimination.

Any person who has a complaint regarding the County's alleged non-compliance with the ADA may file a complaint. The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 60 calendar days after the alleged incident. The complaint should be in writing and it should contain information about the alleged incident including the name, address, phone number of complainant and location, date, a description of the problem, and your suggestions for resolving the problem.

We would ask that all grievance complaints be submitted on the attached form, and sent to the following address:

President
Board of Commissioners of Posey County
126 E Third Street Room 220
Mt. Vernon, Indiana 47520

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

Upon receipt of a complaint, the President of the Posey County Commissioners shall forward the complaint to the Posey County ADA Coordinator. Within 30 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee shall meet with the complainant to discuss the complaint and possible resolutions to the same. Within 30 calendar days of the meeting, the ADA Coordinator or his/her designee shall respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Posey County and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 30 calendar days after receipt of the response to the Board of Commissioners of Posey County.

Within 30 calendar days after receipt of the appeal one member of the Board of Commissioners of Posey County shall meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after such meeting, the Board of Commissioners of Posey County will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received, all appeals to the Board of Commissioners of Posey County, and all responses to the complaints and appeals will be retained by Posey County for at least three years.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the Complainant's pursuit of other available remedies available by law.

Posey County ADA Complaint Form

Instructions: Please fill out this form completely. Please note that this form shall be filed for complaints regarding facilities, services, and/or programs owned and/or operated by Posey County. Sign and return this original form with your signature to the following address:

President
Board of Commissioners of Posey County
126 E Third Street Room 220
Mt. Vernon, Indiana 47620

Your Name (Complainant):		
Address:		
Contact Home:	Work:	Mobile:
Numbers:		
Email Address:		
Provide reason for grievance/complaint. This should contain information about the alleged ADA violation such as location, date, and description of the problem. Use a separate sheet if more space is needed.		
State if you require an alternative form for follow up communications:		
Your Signature:	Date:	

If you have questions about this form, require an accommodation, or if you need a different format, please contact the Posey County Assessor's office at (812) 838-1309.

Please allow up to 30 days for a response to your complaint.

Appendix D: Sidewalk and Curb Ramp Priorities

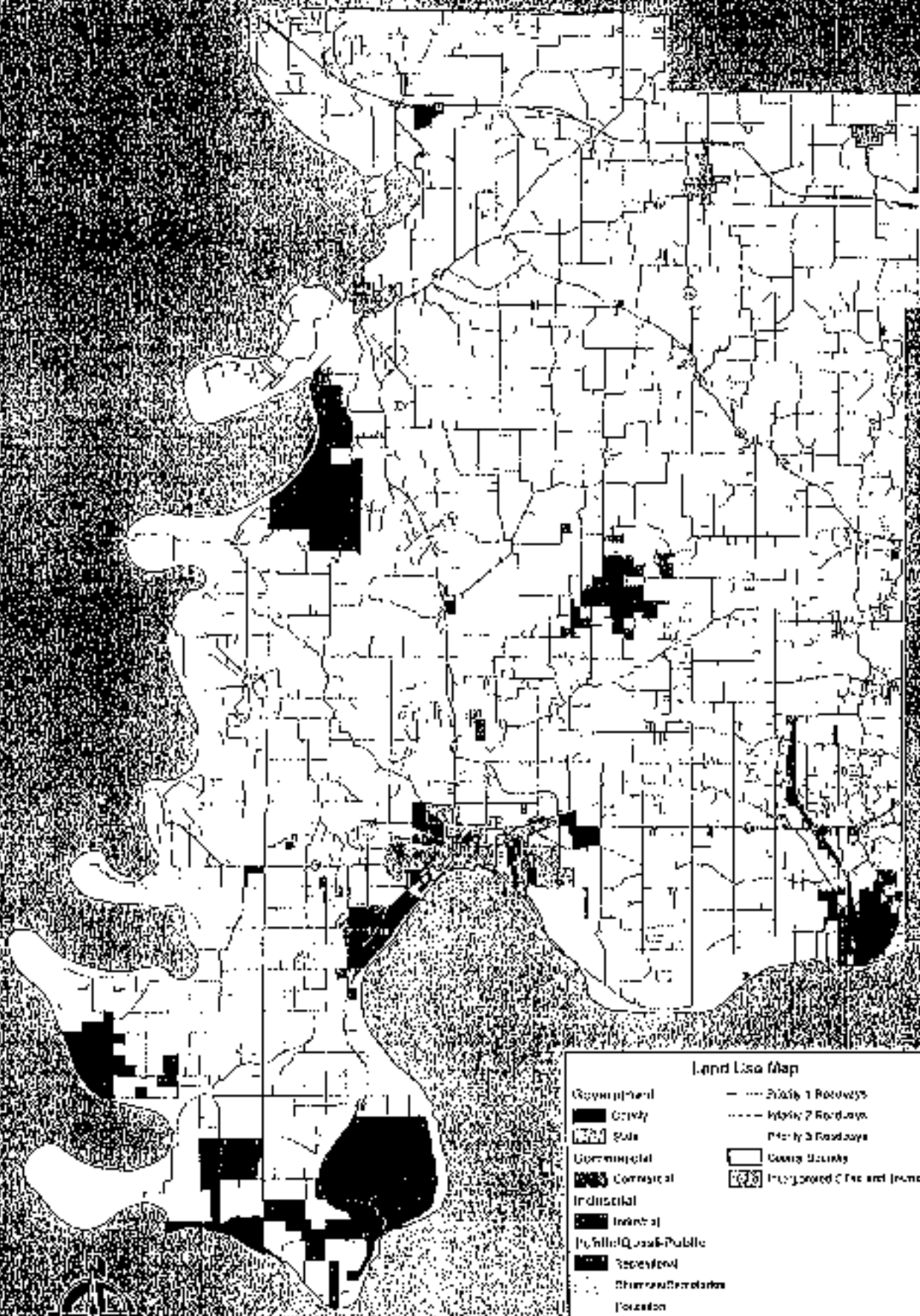
Appendix D. Sidewalk Priorities

As noted earlier in the Self-Evaluation Data and Findings section, there are very limited and short sections of sidewalks with the incorporated areas of Posey County. These sidewalks were installed many years ago, without regard to appropriate design standards. The short and disjointed sections of sidewalk provide no level connectivity or system features. It is likely over time that these sidewalks will be removed by attrition and natural forces, including upheaval by tree roots and related factors.

Considering the lack of any of the existing sidewalks that provide a meaningful measure of connectivity, Posey County has no intention of investing in any improvement to the sidewalks. The photo below shows the disjointed sections of sidewalks in the community of Wadesville. The red lines depict the sidewalks.

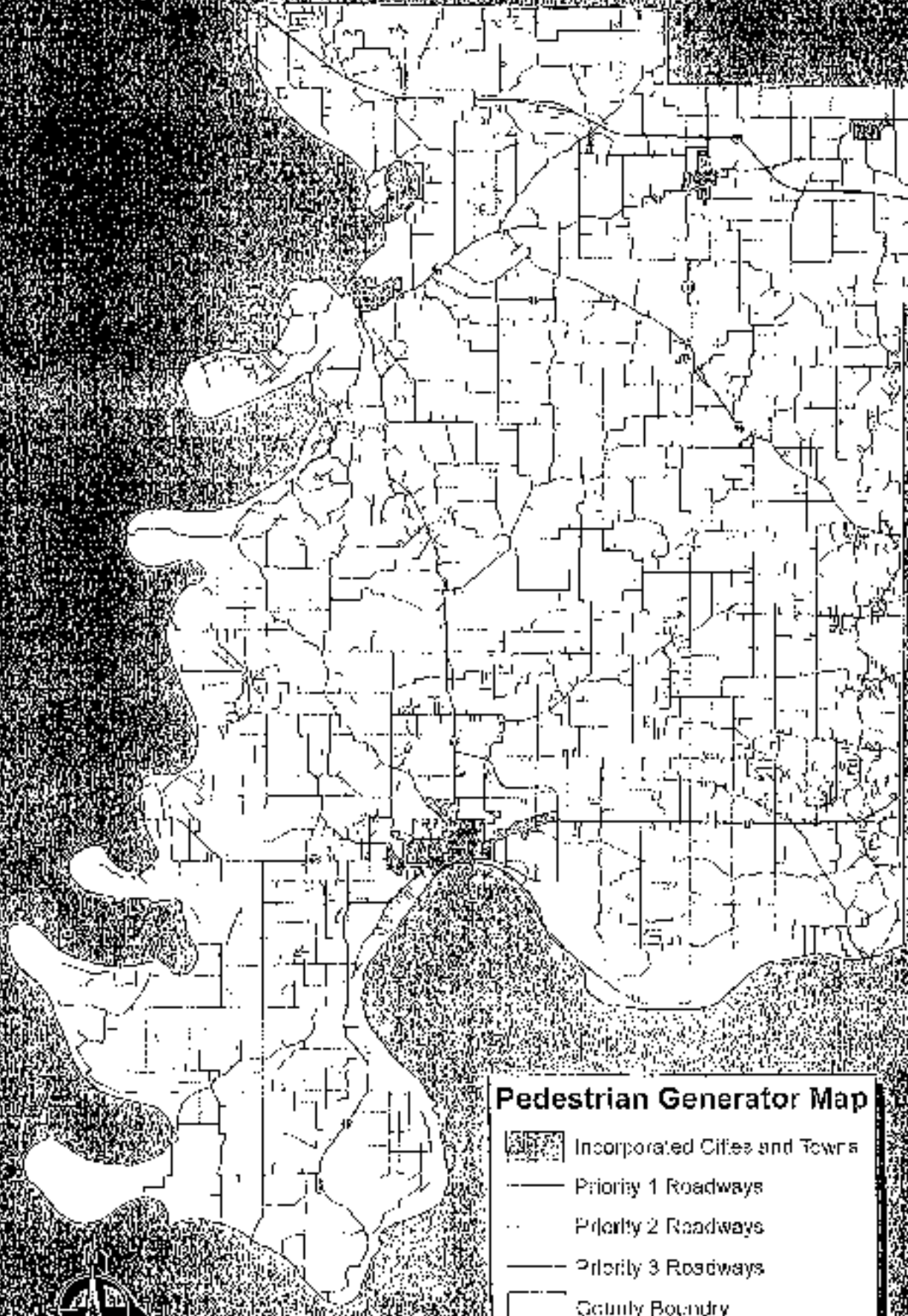


Appendix E: Pedestrian Traffic Generator Maps








Land Use Map

- County
- State
- Commercial
- Industrial
- Residential
- Agricultural
- Open Space
- Priority 1 Roadways
- Priority 2 Roadways
- Priority 3 Roadways
- County Boundary
- Incorporated City and Town
- Municipalities
- Township
- Village
- City
- Town
- County
- State



Pedestrian Generator Map

-  Incorporated Cities and Towns
-  Priority 1 Roadways
-  Priority 2 Roadways
-  Priority 3 Roadways
-  County Boundary



Appendix F: Building Assessment Data

Posey County Facilities List

Location	Area	Description	Priority Rating	Revised Priority	Recommendation	Conclusion
Courthouse:						
300 Main St.	Approach & Entrance	Handicap sign at least 60 inches above the ground at approach and entrance.	P1	P1	Adjust approach/entrance signs	
	Curb Ramps	Provide a handrail on both sides of a ramp with a 6-inch rise or greater.	P1		add handrails with continuous gripping surface	Completed: Accessible front ramp has been added (Per Joe Harrison and Ed Batteiger 8/8/2022)
	Entrance	Inaccessible entrances have signs indicating the location of the nearest accessible entrance.	P1	P1	Add signs to all inaccessible entrances	
	Interior Doors	Door threshold edges are no more than ¼ inches high.	P1	P2	adjust door threshold	
		Edges of carpets and mats are securely attached to minimize tripping hazards.	P1	P1	secure carpet edges	
		The gate to seating for the disabled in the circuit courtroom complies with width requirement.	P1	P3	Provide gate of required width	
	Access to Goods & Services	A full size or LU/LA elevator is provided with a tactile star on both jambs at the main entry level.	P2	P1	Install tactile star on door jambs	
	Toilet Rooms	Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P2	P1	adjust door closer mechanism	
		Signs are at inaccessible toilet rooms that give directions to accessible toilet rooms.	P3	P1	add signs to all inaccessible toilet rooms	
	Water Closet	Mirrors over a lavatory or countertop have the bottom edge of the reflecting surface no higher than 40 inches above the floor.	P3	P2	lower mirror	
		The centerline of the water closet is between 16 and 18 inches from the side wall or partition.	P3	P3	adjust water closet	
		Clearance provided around the water closet is at least 60 inches from the side wall and 56 inches from the rear wall.	P3	P3	provide clearance	
		A minimum 42-inch grab bar is located on the side wall of the water closet, with 33 to 36 inches between the floor and the top of the gripping surface. It is located within 12 inches of the rear wall and extends at least 54 inches from the rear wall. It has a 12-inch clearance between the bar and any protruding objects above the bar.	P3	P3	install and/or adjust grab bar	
		The toilet paper dispensers are not located behind grab bars.	P3	P2	reposition the toilet paper dispenser	
Sheriff Department:						
1202 O'Donnell Rd	Approach & Entrance	The handicap sign is at least 60 inches above the ground at the approach and entrances.	P1		Adjust approach/entrance signs	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Entrance	Inaccessible entrances have signs indicating the location of the nearest accessible entrance.	P1		Add signs to all inaccessible entrances	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		There is a sign at accessible entrances with the International Symbol of Accessibility	P1		Install the International Symbol for Accessibility	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P1		adjust door closer mechanism	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		A distance of 48 inches plus the width of the door is provided for 2 doors in a series (vestibule), when swinging into the space.	P1		make improvements	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		Edges of carpets and mats are securely attached to minimize tripping hazards.	P1		secure carpet edges	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Access to Goods & Services	Signs designating permanent rooms and spaces not likely to change over time have raised text characters, braille, and are mounted on the latch side of the door. They are mounted with clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, and at least 18 by 18 inches centered on the tactile characters. The sign is mounted so that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.	P2		Install updated signs	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Interior Doors	Door threshold edges are no more than ¼ inches high.	P2		adjust door threshold	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		Doors are equipped with hardware that is operable with one hand and does not require tight grasping, pinching, and twisting of the wrist.	P2		adjust or replace hardware	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Controls	The operable parts of light switches, security, intercom systems, and emergency/alarm boxes are located no higher than 48 inches above the floor.	P2		adjust controls	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Sales and Service counters	For a forward approach, between 17 and 25 inches of clear floor space extends under the accessible length of the counter.	P2		adjust service counters	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Toilet Rooms	Signs are at inaccessible toilet rooms that give directions to accessible toilet rooms.	P3		add signs to all inaccessible toilet rooms	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		There is a sign at accessible toilet rooms with the International Symbol of Accessibility	P3		Add sign with the International Symbol for Accessibility	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		Signs along the accessible route have raised characters, braille, and are mounted on the latch side of the door. They are mounted with clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, and at least 18 by 18 inches centered on the tactile characters. The sign is mounted so that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.	P3		Remount signs and install Braille	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		The toilet room doors are equipped with hardware that is operable with one hand and does not require tight grasping, pinching, and twisting of the wrist.	P3		adjust or replace hardware	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		Toilet room doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P3		adjust door closer mechanism	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		Mirrors over a lavatory or countertop have the bottom edge of the reflecting surface no higher than 40 inches above the floor, and mirrors not over a lavatory or countertop have the bottom edge of the reflecting surface no higher than 35 inches above the floor.	P3		lower mirrors to required level	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Lavatories	Pipes below the lavatory are insulated or configured to protect against contact.	P3		Insulate or protect pipes below lavatory	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		The toilet room faucets can be operated without tight grasping, pinching, or twisting of the wrist	P3		adjust or replace faucets	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Soap Dispensers and Hand Dryers	Soap dispensers and hand dryers are not over an obstruction and are no higher than 48 inches above the floor	P3		Adjust soap dispensers and hand dryers	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Water Closet	Clearance provided around the water closet is at least 60 inches from the side wall and 56 inches from the rear wall.	P3		provide clearance	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)

Posey County Facilities List

Location	Area	Description	Priority Rating	Revised Priority	Recommendation	Conclusion
		The water closet grab bars extend at least 54 inches from the rear wall	P3		adjust or replace grab bars	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		There is a grab at least 36 inches long on the rear wall of the water closet, and it extends at least 24 inches on the open side	P3		install grab bar on rear wall	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
		The flush control is on the open side of the water closet	P3		Ensure future flush controls are on the open side	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Toilet Compartment	The toilet compartment is at least 60 inches wide.	P3		provide adequate width	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
	Drinking Fountains	The drinking fountain spout outlet is no higher than 36 inches above the floor	P3		adjust water fountain spout	Completed: Renovated and Inspected? (Per discussion with Ed Batteiger 6/20/2022)
Emergency Dispatch:						
305 Mill St.	Approach & Entrance	The accessible parking sign is at least 60 inches above the ground at the approach and entrances.	P1	P1	Adjust approach/entrance signs	
	Entrance	Of the total parking spaces, the accessible parking spaces are located on the closest accessible route to the accessible entrance(s).	P1		Ensure parking spaces are on the shortest accessible route	Completed: Building addition with accessible parking and route (Per Joe Harrison and Ed Batteiger 8/8/2022)
		Inaccessible entrances have signs indicating the location of the nearest accessible entrance.	P1	P1	Add signs to all inaccessible entrances	
		Door threshold edges are no more than ¼ inches high	P1		adjust door threshold	Completed: Building addition with accessible parking and route (Per Joe Harrison and Ed Batteiger 8/8/2022)
		Edges of carpets and mats are securely attached to minimize tripping hazards.	P1	P1	secure carpet edges	
	Access to Goods & Services	All objects on circulating paths through public areas (fire extinguishers, drinking fountains, signs, etc.) protrude no more than 4 inches into the path.	P2	P2	adjust or relocate any protruding objects	
	Interior Accessible Route	The bottom leading edge of a protruding object is 80 inches or higher above the floor	P2	P2	adjust or relocate any protruding objects	
	Service Counters	There is a portion of at least one of each type of counter that is no higher than 36 inches from the floor.	P2	P3	Adjust or replace countertop to adequate height	
	Toilet Rooms	Signs along the accessible route have raised characters, braille, and are mounted on the latch side of the door. They are mounted with clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, and at least 18 by 18 inches centered on the tactile characters. The sign is mounted so that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.	P3	P1	Install updated signs	
	Accessible Route	Signs are at inaccessible toilet rooms that give directions to accessible toilet rooms.	P3	P1	Add signs to all inaccessible entrances	
		There is a sign at accessible toilet rooms with the International Symbol of Accessibility	P3	P1	Install the International Symbol for Accessibility	
		The front approach on the pull side of the toilet room door has at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches of clear depth.	P3	P3	Adjust pull side of the door	
		Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P3	P1	adjust door closer mechanism	
		24 inches of maneuvering clearance is provided beyond the door latch and at least 48 inches to the privacy wall if there is no door closer and at least 54 inches if there is a door closer, at locations where there is a privacy wall and the door swing is in.	P3	P3	provide accessible route clearance	
		Mirrors over a lavatory or countertop have the bottom edge of the reflecting surface no higher than 40 inches above the floor, and mirrors not over a lavatory or countertop have the bottom edge of the reflecting surface no higher than 35 inches above the floor.	P3	P1	adjust mirrors to required level	
		The coat hook in the toilet room is between 15 and 48 inches from the floor.	P3	P1	adjust coat hook to required level	
	Lavatories	There is at least 27 inches of clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance	P3	P3	Ensure necessary clearance	
		Pipes below the lavatory are insulated or configured to protect against contact.	P3	P2	Insulate or protect pipes below lavatory	
	Soap Dispensers and Hand Dryers	Soap dispensers and hand dryers are not over an obstruction and are no higher than 48 inches above the floor	P3	P2	Adjust soap dispensers and hand dryers	
	Water Closet	Clearance provided around the water closet is at least 60 inches from the side wall and 56 inches from the rear wall.	P3	P3	Provide required clearance	
		The height of the water closet is between 17 and 19 inches measured from the floor to the top of the seat.	P3	P3	Ensure future water closet provides adequate height	
		There is at least a 42 inches long grab bar on the side wall of the water closet	P3	P2	install and/or adjust grab bar	
		There is at least a 36 inch long grab bar along the rear wall of the water closet	P3	P2	install and/or adjust grab bar	
		The flush control is on the open side of the water closet	P3	P3	Ensure future flush controls are on the open side	
		The toilet compartment (stall) is at least 60 inches wide	P3	P3	Provide adequate width	

Posey County Facilities List

Location	Area	Description	Priority Rating	Revised Priority	Recommendation	Conclusion
Coliseum	Approach & Entrance	The slope of the accessible parking space and accessible aisle is no steeper than 1:48 (2.08%) in all directions	P1			Completed: A new accessible ramp and aisle were built on the North side of the building with accessible parking spaces located nearest the new ramp. The east and west access to the building will be closed and only the north accessible entrance will be utilized for security purposes. (per Joe Harrison& Ed Batteiger 8/8/2022)
	126 E. Third St	The accessible parking sign is at least 60 inches above the ground at the approach and entrances.	P1	P1	Adjust approach/entrance signs	
	Entrance	The main entrance of the building is an accessible entrance	P1		Ensure main entrance is accessible	
		Inaccessible entrances have signs indicating the location of the nearest accessible entrance.	P1	P1	Add signs to all inaccessible entrances	
		There is a sign at accessible entrances with the International Symbol of Accessibility	P1	P1	Install the International Symbol for Accessibility	
		Door threshold edges are no more than ¼ inches high	P1		adjust door threshold	
		Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P1	P1	adjust door closer mechanism	
		Edges of carpets and mats are securely attached to minimize tripping hazards.	P1	P1	secure carpet edges	
	Access to Goods & Services	The accessible entrance provides direct access to the main floor, lobby, and elevator	P2			
	Ramps	There is a level landing of at least 60 inches long and at least as wide as the ramp at the top of the ramp.	P2		provide level landing of adequate width	
	The ramp handrail extends at least 12 inches beyond the top and bottom of the ramp	P2		Install/ adjust handrail		
Elevators	A full size or LU/LA elevator is provided with a tactile star on both jambs at the main entry level.	P2	P1	Install tactile star on door jambs		
	Signs	Signs along the accessible route have raised characters, braille, and are mounted on the latch side of the door. They are mounted with clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, and at least 18 by 18 inches centered on the tactile characters. The sign is mounted so that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.	P2	P1	Remount signs and install Braille	
Interior Doors	Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P2	P1	adjust door closer mechanism		
Controls	Operable parts are no higher than 48 inches above the floor	P2	P2	adjust controls to adequate height		
Toilet Rooms	Signs are at inaccessible toilet rooms that give directions to accessible toilet rooms.	P3	P1	Add signs to all inaccessible entrances		
	The front approach on the pull side of the toilet room door has at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches of clear depth.	P3	P3	Provide required clearance		
	On both sides of the door, the floor surface of the maneuvering clearance is level and no steeper than 1:48	P3	P3	Adjust floor surface and ensure slope is less than 1:48		
Lavatories	Pipes below the lavatory are insulated or configured to protect against contact.	P3	P2	Insulate or protect pipes below lavatory		
	The toilet room faucets can be operated without tight grasping, pinching, or twisting of the wrist	P3	P1	adjust or replace faucets		
Water closet in single-use toilet room	There is at least a 42 inches long grab bar on the side wall of the water closet	P3	P2	install and/or adjust grab bar		
	The grab bar extends at least 54 inches from the rear wall	P3	P2	install and/or adjust grab bar		
	The flush control is on the open side of the water closet	P3	P3	Ensure future flush controls are on the open side		
Toilet Compartment	The door is self-closing	P3	P3	Install self closing door		
Drinking Fountains	The spout outlet is no higher than 36 inches above the floor	P4		adjust drinking fountain spout		
	The leading (bottom) edge of the fountain is higher than 27 inches above the floor, and the front of the fountain protrudes no more than 4 inches into the circulating path.	P4		Ensure fountain meets requirements		
Mt. Vernon Garage	Approach & Entrance	The accessible parking sign is at least 60 inches above the ground at the approach and entrances.	P1	P1	Adjust approach/entrance signs	
	1203 Brittlebank Rd	Inaccessible entrances have signs indicating the location of the nearest accessible entrance.	P1	P1	Add signs to all inaccessible entrances	
		Door threshold edges are no more than ¼ inches high	P1	P2	adjust door threshold	
		Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P1	P1	adjust door closer mechanism	
		Edges of carpets and mats are securely attached to minimize tripping hazards.	P1	P1	secure carpet edges	
	Access to Goods & Services	Interior doors are equipped with hardware that is operable with one hand and does not require tight grasping, pinching, and twisting of the wrist	P2	P1	adjust or replace hardware	
	Toilet Rooms					
	Accessible Route	Signs are mounted so that the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor.	P3	P1	Remount signs at required height	
	Toilet Room	There is adequate clear floor space for a person in a wheelchair to turn around, such as a circle at least 60 inches in diameter or a T-shaped space within a 60 inch square	P3	P3	Provide required clearance	
		There is at least 27 inches of clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance	P3	P3	Provide required clearance	
	Pipes below the lavatory are insulated or configured to protect against contact.	P3	P2	Insulate or protect pipes below lavatory		

Posey County Facilities List

Location	Area	Description	Priority Rating	Revised Priority	Recommendation	Conclusion
	Soap Dispenser & Hand Dryer	The operable parts of the hand dryer and towel dispenser are within the ranges of no less than 20 inches above the lavatories or counters, no greater than 25 inches deep, and no higher than 44 inches above the floor	P3	P2	Adjust soap dispensers and hand dryers	
	Water closet in single-use toilet room	There is at least a 42 inches long grab bar on the side wall of the water closet	P3	P2	install and/or adjust grab bar	
		The grab bar extends at least 54 inches from the rear wall	P3	P2	install and/or adjust grab bar	
		The toilet paper dispenser is located between 7 and 9 inches from the front of the water closet to the centerline of the dispenser.	P3	P2	reposition the toilet paper dispenser	
	Drinking Fountains	The spout outlet is no higher than 36 inches above the floor	P4		adjust drinking fountain spout	
		The spout outlet is at least 15 inches from the rear of the drinking fountain	P4		adjust drinking fountain spout	
Poseyville Garage	Approach & Entrance	Accessible parking spaces are at least 8 feet wide and have an access aisle of at least 5 feet wide	P1		Ensure accessible parking spaces have required size and clearance	
	6791 Midway Dr	Access aisles are marked to discourage parking in them	P1		Stripe accessible parking aisle	
		Accessible spaces are identified with a sign that includes the international symbol of accessibility	P1	P1	Install the International Symbol for Accessibility	
	Entrance	The main entrance is an accessible entrance	P1		Ensure main entrance is accessible	
		Inaccessible entrances have signs indicating the location of the nearest accessible entrance.	P1	P1	Add signs to all inaccessible entrances	
		If not all entrances are accessible, then the accessible entrance has a sign with the international symbol of accessibility	P1	P1	Install the International Symbol for Accessibility	
		The front approach of the pull side of the door has at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches of clear depth	P1	P3	Provide required clearance	
		Door threshold edges are no more than ¼ inches high	P1	P2	adjust door threshold	
		Door threshold edge is no more than 3/4 inches high if the slope is beveled no steeper than 1:2 or 50%	P1	P2	adjust door threshold	
		Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P1	P1	adjust door closer mechanism	
	Access to Goods & Services	Signs designating permanent rooms and spaces not likely to change over time have text characters that contrast with the background	P2	P1	Ensure signs have required text	
	Interior Doors	Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P2	P1	adjust door closer mechanism	
	Toilet Room	Signs are at inaccessible toilet rooms that give directions to accessible toilet rooms.	P3	P1	Add signs to all inaccessible entrances	
		There is a sign at accessible toilet rooms with the International Symbol of Accessibility	P3	P1	Install the International Symbol for Accessibility	
		Mirrors over a lavatory or countertop have the bottom edge of the reflecting surface no higher than 40 inches above the floor.	P3	P1	adjust mirrors to required level	
	Soap Dispenser & Hand Dryer	The operable parts of the hand dryer and towel dispenser are within the ranges of no less than 20 inches above the lavatories or counters, no greater than 25 inches deep, and no higher than 44 inches above the floor	P3	P2	Adjust soap dispensers and hand dryers	
	Water closet in single-use toilet room	Clearance provided around the water closet is at least 60 inches from the side wall and 56 inches from the rear wall.	P3	P3	Provide required clearance	
		The grab bar extends at least 54 inches from the rear wall	P3	P2	install and/or adjust grab bar	
		The grab bar extends at least 36 inches long on the rear wall	P3	P2	install and/or adjust grab bar	
		The toilet paper dispenser is located between 7 and 9 inches from the front of the water closet to the centerline of the dispenser.	P3	P2	reposition the toilet paper dispenser	
Hovey House	Approach & Entrance	Accessible spaces are identified with a sign that includes the international symbol of accessibility	P1	P1	Install the International Symbol for Accessibility	
	330 Walnut Street	There is a level landing where the ramp changes direction that is at least 60 inches by 60 inches	P1		provide level landing	Completed: New accessible ramp installed in 2022 (per Nancy Hoehn 6/1/2022)
		Provide a handrail on both sides of a ramp with a 6-inch rise or greater.	P1		install handrails	Completed: New accessible ramp installed in 2022 (per Nancy Hoehn 6/1/2022)
		The top of the handrail gripping surface is between 34 and 38 inches above the floor	P1		adjust railing height	Completed: New accessible ramp installed in 2022 (per Nancy Hoehn 6/1/2022)
		The handrail extends at least 12 inches from the top and bottom of the ramp	P1		modify the handrail	Completed: New accessible ramp installed in 2022 (per Nancy Hoehn 6/1/2022)
		The ramp handrail returns to a wall, guard, or landing surface	P1		modify the handrail	Completed: New accessible ramp installed in 2022 (per Nancy Hoehn 6/1/2022)
	Entrance	Inaccessible entrances have signs indicating the location of the nearest accessible entrance.	P1	P1	Add signs to all inaccessible entrances	
		If not all entrances are accessible, then the accessible entrance has a sign with the international symbol of accessibility	P1	P1	Install the International Symbol for Accessibility	
		Door threshold edges are no more than ¼ inches high	P1		adjust door threshold	Completed: New door installed in 2022 (per Nancy Hoehn 6/1/2022)
		Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	P1		adjust door closer mechanism	Completed: New door installed in 2022 (per Nancy Hoehn 6/1/2022)
		Edges of carpets and mats are securely attached to minimize tripping hazards.	P1	P1	secure carpet edges	
		The accessible entrance provides access to the main floor, lobby, and elevator	P1	P3	Ensure entrance provides required access	
	Access to Goods & Services	All objects on circulating paths through public areas (fire extinguishers, drinking fountains, signs, etc.) protrude no more than 4 inches into the path.	P2	P2	provide circulating path clearance	
	Interior Accessible Route	An object protruding more than 4 inches into the accessible path, the bottom leading edge is 80 inches or higher above the floor	P2	P2	provide accessible route clearance	
		There are elevators or platform lifts to all public stories	P2	P3	When feasible provide elevators or lifts	

Posey County Facilities List

Location	Area	Description	Priority Rating	Revised Priority	Recommendation	Conclusion
	Interior Doors	Doors are equipped with hardware that is operable with one hand and does not require tight grasping, pinching, and twisting of the wrist.	P2	P1	adjust door closer mechanism	
	Controls	Operable parts are no higher than 48 inches above the floor	P2	P2	adjust controls to adequate height	
	Seating	Where people are expected to stand, space is provided for people in a wheelchair to have a clear line of sight over and between the heads of others	P2	P2	In assembly areas, rearrange the room to provide people in wheelchairs a clean line of sight	
		Knee space is provided that is at least 27 inches high and 30 inches wide			Ensure accessible knee space in dining areas	
	Toilet Room	Signs are at inaccessible toilet rooms that give directions to accessible toilet rooms.	P3	P1	Add signs to all inaccessible entrances	
		Doors with closers take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.		P1	adjust door closer mechanism	
		Mirrors over a lavatory or countertop have the bottom edge of the reflecting surface no higher than 40 inches above the floor.		P1	adjust mirrors to required level	
		Coat hooks are between 15 and 48 inches above the floor		P2	adjust coat hook to required height	
	Lavatories	There is at least 27 inches of clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance	P3	P3	Ensure necessary clearance	
		The centerline of the water closet is between 16 and 18 inches from the side wall or partition.	P3	P3	adjust water closet	
	Water closet in single-use toilet room	The centerline of the water closet is between 16 and 18 inches from the side wall or partition.	P3	P3	adjust water closet	
		The grab bar extends at least 54 inches from the rear wall	P3	P2	install and/or adjust grab bar	
		The flush control is on the open side of the water closet	P3	P3	Ensure future flush controls are on the open side	
		The toilet paper dispenser is located between 7 and 9 inches from the front of the water closet to the centerline of the dispenser.	P3	P2	reposition the toilet paper dispenser	
Storage Building		not for public - stores salt and sand				
Health Department		yes 3 years old				
Autopsy Building		may need reviewed - ADA parking and no step				

Appendix G: Programs & Services Assessment Data

Posey County Programs-Services List

Program or Service	Description	Priority	Recommendation	Conclusion/Date Completed
Public Meetings				
	Assistance for hearing impaired	1	Provide or have available accommodations for hearing impaired	
	Accessible path to speaker's podium	1	Provide a ramp to podium and/or portable/adjustable microphone for those in wheelchairs to participate in meetings at Hovey House	
	Process to request assistance for those requiring aids	1	Provide a standard notice on meeting advertisement stating requirements (e.g. 48-hours in advance of meeting) for requesting accessible aids	
Contracted Services and Contractors				
	Ordinance	1	Provide county-wide non-discrimination ordinance	
	Provisions in the contract language that contractors and service providers abide by the ADA non discrimination policy	1	Include provisions in contract language	
	Procurement	1	Modify contract procurement criteria to ensure process does not discriminate against persons with disabilities.	
Website				
	Accessible website for all users	1	Get affirmation from website designer that the updated website is accessible	
Staff Training				
	ADA coordinator training	1	Attend INDOT training	
	Employee handbook	1	Include a non-discrimination policy in employee handbook	



ADA Checklist for Existing Facilities

Based on the 2010 ADA Standards for Accessible Design



Produced by

Institute for Human Centered Design

www.HumanCenteredDesign.org



ADA National Network

www.ADAata.org

Questions on the ADA 800-949-4232 voice/tty

Questions on checklist 817-695-0085 voice/tty

ADAinfo@NewEnglandADA.org

www.ADAchecklist.org

2014



This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A050022-03A. However, the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

ADA Checklist for Existing Facilities

The Americans with Disabilities Act (ADA) requires state and local governments, businesses and non-profit organizations to provide goods, services and programs to people with disabilities on an equal basis with the rest of the public.

Some people think that only new construction and alterations need to be accessible and that older facilities are “grandfathered,” but that’s not true. Because the ADA is a civil rights law and not a building code, older facilities are often required to be accessible to ensure that people with disabilities have an equal opportunity to participate.

The ADA has different requirements for state and local governments and for places of public accommodation (businesses and non-profit organizations that serve the public).

Requirements for State and Local Governments

State and local governments must ensure that services, programs and activities, when viewed in their entirety, are accessible to people with disabilities. This is part of public entities’ program accessibility obligations. Alterations to older buildings may be needed to ensure program accessibility. Generally this is a greater obligation than “readily achievable barrier removal” the standard that applies to public accommodations. State and local governments are not required to take any action that would result in undue financial and administrative burdens.

State and local governments’ ADA obligations for program accessibility are in the Department of Justice’s ADA Title II regulations 28 CFR Part 35.150.

How to Use this Checklist

Get Organized

One person can conduct a survey, but it’s easier with two people. One person can take measurements and the other person can fill out the checklist and take photos.

Obtain Floor Plan or Make Sketch

A floor plan helps the surveyors to get organized and to know how many elements there are, such as entrances and toilet rooms. If plans are not available, sketch the exterior and interior layout of interior and exterior spaces and mark the elements on the sketch.

Make Copies of the Checklist

Determine how many copies of each section of the checklist you need. For example, most facilities have more than one toilet room.

Gather Tools

- Checklist
- Clipboard
- Tape measure
- Electronic or carpenter’s level - 24 inches
- Door pressure gauge or fish scale
- Camera
- Bag to hold these items

Requirements for Places of Public Accommodation

Businesses and non-profit organizations that serve the public must remove architectural barriers when it is “readily achievable” to do so; in other words, when barrier removal is “easily accomplishable and able to be carried out without much difficulty or expense.”

The decision of what is readily achievable is made considering the size, type, and overall finances of the public accommodation and the nature and cost of the access improvements needed. Barrier removal that is difficult now may be readily achievable in the future as finances change.

Public accommodations’ ADA obligations for barrier removal are in the Department of Justice’s ADA Title III regulations 28 CFR Part 36.304.

Priorities for Accessibility

The checklist follows the four priorities that are listed in the Department of Justice ADA Title III regulations. These priorities are equally applicable to state and local government facilities.

- Priority 1 - Accessible approach and entrance
- Priority 2 - Access to goods and services
- Priority 3 - Access to public toilet rooms
- Priority 4 - Access to other items such as water fountains and public telephones

Conduct the Survey

Start Outside

Start from site arrival points such as drop-off areas and sidewalks. Determine if there is an accessible route to an accessible entrance. If there is a parking lot or garage check for the correct number of accessible parking spaces, including van-accessible spaces. Is there an accessible route from the accessible parking spaces to an accessible entrance? Next survey the entrances. If there is an accessible entrance, determine if there are signs at inaccessible entrances directing people to the accessible entrance. Go inside and continue through the facility.

Keep Good Notes

Write on the front of each checklist when you are surveying. You may end up with six outlet room checklists. When you get back to your office you’ll want to know which one is the checklist for the first floor women’s room. If there isn’t an accessible entrance you’ll want to indicate how many steps there are and how much space is available to install a ramp or lift. This is a good time to take photographs.

Take Good Measurements

When in doubt write it down. It’s better to have too much information than not enough. Even if something is in compliance it’s helpful to have exact measurements.

2010 ADA Standards for Accessible Design

The checklist is based on the 2010 ADA Standards for Accessible Design (2010 Standards). The checklist does not include all sections of the 2010 Standards. For example, there are no questions about patient rooms in hospitals or guest rooms in hotels. Consult the 2010 Standards for situations not covered in the checklist. Full compliance with the 2010 Standards is required only for new construction and alterations.

Safe Harbor — Construction Prior to March 15, 2012

Elements in facilities built or altered before March 15, 2012 that comply with the 1991 ADA Standards for Accessible Design (1991 Standards) are not required to be modified to specifications in the 2010 Standards. For example, the 1991 Standards allow 54 inches maximum for a side reach range to a control such as the operating part of a paper towel dispenser. The 2010 Standards lower that side reach range to 48 inches maximum. If a paper towel dispenser was installed prior to March 15, 2012 with the highest operating part at 54 inches, the paper towel dispenser does not need to be lowered to 48 inches.

Elements in the 2010 Standards that aren't in the 1991 Standards

The 2010 Standards contain elements that are not in the 1991 Standards. These elements include recreation facilities such as swimming pools, team and player seating, accessible routes to court sports facilities, saunas and steam rooms, fishing piers, play areas, exercise machines, golf facilities, miniature golf facilities, amusement rides, shooting facilities with firing positions, and recreational boating facilities. Because these elements are not in the 1991 Standards, they are not subject to the safe harbor exemption. State and local governments must make these items

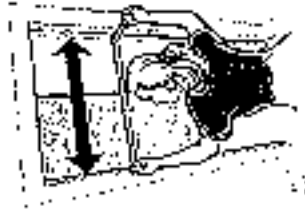
Parking Spaces

Measure from the center of marking lines. If lines are not adjacent to another space or aisle the measurement can be to the full width of the line.



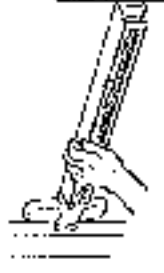
Door Clear Width

Open the door 90 degrees, measure from the face of the door to the edge of the door stop.

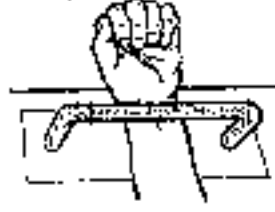


Door Opening Force

Place the door pressure gauge where you would push open the door.



If you're using a fish scale, place it where you would pull open the door.



accessible if necessary to ensure program accessibility, unless an undue burden would result. Public accommodations must remove architectural barriers to these items.

What this Checklist is Not

The ADA Title II and III regulations require more than program accessibility and barrier removal. The regulations include requirements for nondiscriminatory policies and practices and for the provision of auxiliary aids and services, such as sign language interpreters for people who are deaf and material in Braille for people who are blind. This checklist does not cover those requirements.

Since this checklist does not include all of the 2010 Standards it is not intended to determine compliance for new construction or facilities being altered.

What are Public Accommodations?

Under the ADA public accommodations are private entities that own, lease, lease to or operate a place of public accommodation. This means that both a landlord who leases space in a building to a tenant and the tenant who operates a place of public accommodation have responsibilities to remove barriers.

A place of public accommodation is a facility whose operations affect commerce and fall within at least one of the following 12 categories:

- 1) Places of lodging (e.g., inns, hotels, motels, except for owner-occupied establishments renting fewer than six rooms)
- 2) Establishments serving food or drink (e.g., restaurants and bars)
- 3) Places of exhibition or entertainment (e.g., motion picture houses, theaters, concert

Accessible Slopes

You can measure slope with a 24 inch level and a tape measure. Put the level on the surface in the direction you are



measuring. Put one end at the high point of the surface and raise the other end so that the bubble is in the middle of the level's gauge. The level is now level. Measure the distance between the end of the level at its bottom point and the surface.

For a ramp the maximum running slope allowed is 1:12. That means for every inch of height change there should be at least 12 inches of ramp run. If the distance between the bottom of the level and the ramp surface is 2 inches or less, then the slope is 1:12 or less (2:24 = 1:12 and 1.5:24 = 1:16 which is a more gradual slope than 1:12). If the distance is greater than 2 inches, the ramp is too steep. For example, if the distance is 3 inches, then the slope is 1:8 (3:24 = 1:8 which is a steeper slope than 1:12).

For the parts of an accessible route that aren't a ramp, the maximum running slope allowed is 1:20. That means for every inch of height change there must be at least 20 inches of route run. The distance from the bottom edge of the level to the surface should be 1.0 more than 1:2 inches (1.2:24 = 1:20).

- halls, stadiums)
- 4) Places of public gathering (e.g., auditoriums, convention centers, lecture halls)
- 5) Sales or rental establishments (e.g., bakeries, grocery stores, hardware stores, shopping centers)
- 6) Service establishments (e.g., laundromats, dry-cleaners, banks, barber shops, beauty shops, travel services, shoe repair services, funeral parlors, gas stations, offices of accountants or lawyers, pharmacies, insurance offices, professional offices of health care providers, hospitals)
- 7) Public transportation terminals, depots, or stations (not including facilities relating to air transportation)
- 8) Places of public display or collection (e.g., museums, libraries, galleries)
- 9) Places of recreation (e.g., parks, zoos, amusement parks)
- 10) Places of education (e.g., nursery schools, elementary, secondary, undergraduate, or postgraduate private schools)
- 11) Social service center establishments (e.g., day care centers, senior citizen centers, homeless shelters, food banks, adoption agencies)
- 12) Places of exercise or recreation (e.g., gymnasiums, health spas, bowling alleys, golf courses).

For the cross slope of an accessible route the maximum slope allowed is 1:48. The distance from the bottom edge of the level to the surface should be no more than ½ inch (.5:24 = 1:48). The cross slope of an accessible route is the slope that is perpendicular to the direction of pedestrian travel.

Slopes may also be measured using a digital level. Be sure to read the instructions. Measure with the percent calculation rather than the degrees calculator. For a ramp the maximum running slope allowed is 8.33% (9:33% is a 1:12 slope). For an accessible route without a ramp the maximum running slope allowed is 5% (1:20). For the cross slope of an accessible route the maximum slope allowed is 2.073% (1:48).

Check that You Got Everything - Before you leave the site review all the checklists. Make sure you know which checklist goes with which entrance and which toilet room and that you've got all the information you need. It is better to do it now than to have to go back.

After the Survey

List Barriers and Solutions - Consider the solutions listed beside each question on the checklist and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making modifications.

Resources

U.S. Department of Justice ADA Information

800-514-0301 voice

800-514-0383 TTY

www.ada.gov

ADA National Network

800-949-4232 vo.cel / TTY connects to your regional ADA Center

www.adata.org

U.S. Access Board

800- 872-2253 voice

800-993-2822 TTY

www.access-board.gov

ADA Title III Regulations 28 CFR Part 36

www.ada.gov/regs2010/titleIII_2010/titleIII_2010_regulations.htm

2010 ADA Standards for Accessible Design

www.ada.gov/2010ADAstandards_index.htm

1991 ADA Standards for Accessible Design

www.ada.gov/stdspdf.htm

Tax Deductions and Credits for Barrier Removal

www.ada.gov/taxincent.htm

Develop a Plan

- State and local governments were required to develop a Transition Plan a few years after the ADA went into effect. Conducting a current survey is a good opportunity to update the plan.

Although places of public accommodation are not required to have a plan, the Department of Justice recommends one: "...Such a plan...could serve as evidence of a good faith effort to comply."

Prioritize items, make a timeline, decide who is responsible to carry out the plan and develop a budget.

Make Changes

- Use the 2010 ADA Standards for Accessible Design. Check whether local and state building codes require greater accessibility when alterations are undertaken.

Follow Up

- Review the plan each year to evaluate whether more access improvements can be made.

Acknowledgements

Many of the illustrations are from the U.S. Department of Justice and the U.S. Access Board or are based on illustrations produced by the U.S. Access Board and the U.S. Department of Justice.

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

An accessible route from site arrival points and an accessible entrance should be provided for everyone.



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ADA National Network
Questions on the ADA: 800-949-4232 voice/tty
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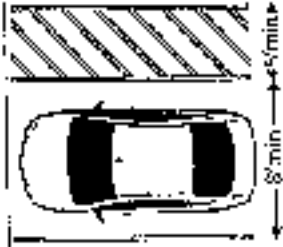
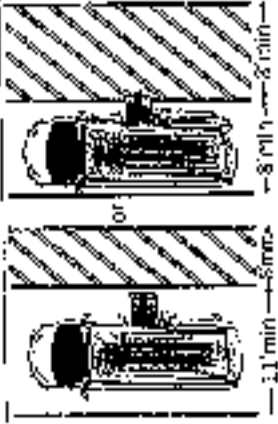



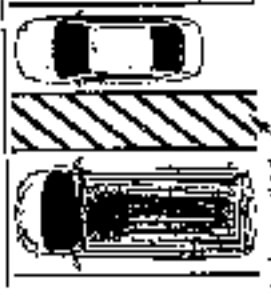
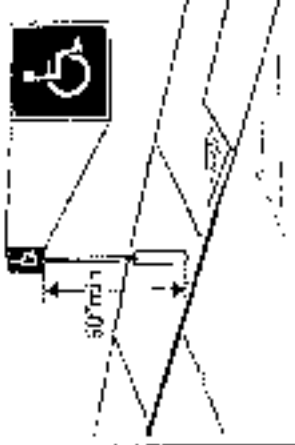
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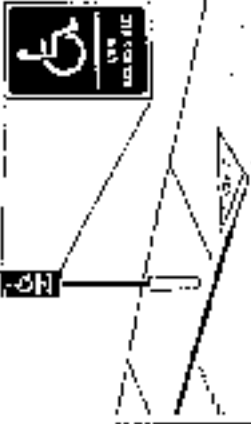

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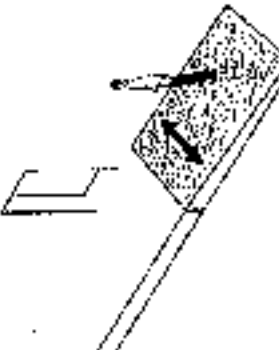
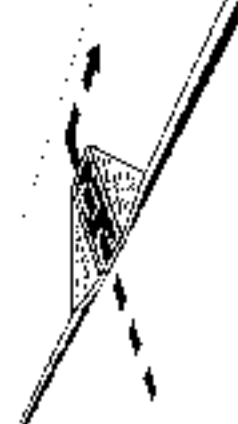
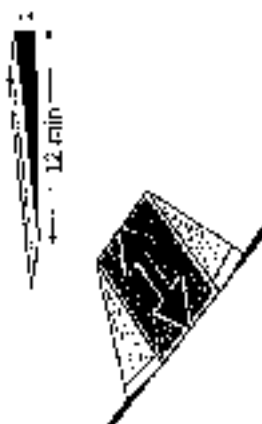
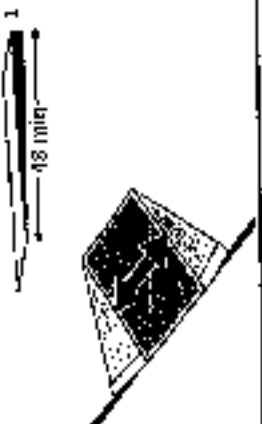
Priority 1 – Approach & Entrance		Comments	Possible Solutions												
1.1	Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design. – 208.2.1]	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, location of route:	<ul style="list-style-type: none"> Add a ramp Regrade to 1:20 maximum slope Add a lift if site constraints prevent other solutions 												
<p>Parking Accessible parking spaces should be identified by size, access aisle and signage.</p>		<table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td>100+ see 2010 Standards 208.2</td> <td></td> </tr> </tbody> </table>	Total Spaces	Accessible Spaces	1 - 25	1	26 - 50	2	51 - 75	3	76 - 100	4	100+ see 2010 Standards 208.2		<ul style="list-style-type: none"> Reconfigure by repainting lines
Total Spaces	Accessible Spaces														
1 - 25	1														
26 - 50	2														
51 - 75	3														
76 - 100	4														
100+ see 2010 Standards 208.2															
1.2	Is parking provided for the public, an adequate number of accessible spaces provided? [208.2]	<input type="checkbox"/> Yes <input type="checkbox"/> No Total #: Accessible #:	<ul style="list-style-type: none"> If constructed before 3/15/2012, parking is compliant if at least 1 in every 3 accessible spaces is van accessible Reconfigure by repainting lines 												
1.3	Of the accessible spaces, is at least one a van accessible space? [208.2.4]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> Reconfigure by repainting lines 												

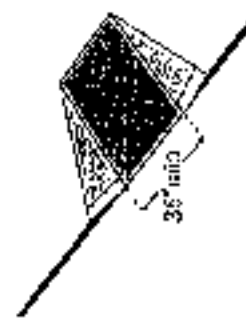
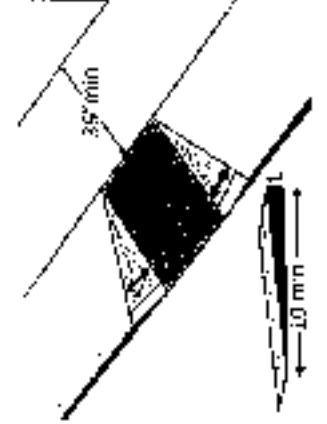
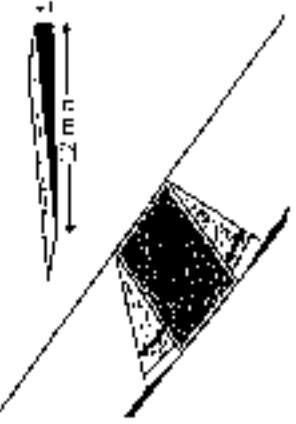
<p>1.4 Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]</p> <p>Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Reconfigure by repaving lines
<p>1.5 Is the van accessible space:</p> <p>At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Reconfigure to provide van-accessible space(s)
<p>1.6 Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Reconfigure to provide van-accessible space(s)

<p>1.7 Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>  <p>area to be marked</p>	<ul style="list-style-type: none"> • Mark access aisles 	<p>Photo #:</p>
<p>1.8 Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<ul style="list-style-type: none"> • Regrade surface 	<p>Photo #:</p>
<p>1.9 Do the access aisles adjoining accessible routes? [502.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<ul style="list-style-type: none"> • Create accessible route • Relocate accessible space 	<p>Photo #:</p>
<p>1.10 Are accessible spaces identified with a sign that includes the International Symbol of Accessibility? Is the bottom of the sign at least 50 inches above the ground? [502.6]</p> <p>Note: The International Symbol of Accessibility is not required on the ground.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> 	<ul style="list-style-type: none"> • Install signs 	<p>Photo #:</p>

<p>1.11 Are there signs reading "van accessible" at van accessible spaces? [502.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Install signs</p>
<p>1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.3]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>• Reconfigure spaces</p>
<p>Exterior Accessible Route</p>			
<p>1.13 Is the route stable, firm and slip-resistant? [302.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>• Repair uneven paving • Fill small bumps and breaks with patches • Replace gravel with asphalt or other surface</p>
<p>1.14 Is the route at least 36 inches wide? [403.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>• Change or move landscaping, furnishings or other items • Widen route</p>

<p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>		<p>Photo #:</p>	
<p>1.15 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 50 inches? [403.5.3]</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route for passing space • •
<p>1.16 If there are grates or openings on the route, are the openings no larger than 1/2 inches? Is the long dimension perpendicular to the dominant direction of travel? [302.3]</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace or move grate • •
<p>1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: if the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade to 1:20 max. • •

<p>1.18 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Regrade to 1:48 max.
<p>Curb Ramps</p>				
<p>1.19 If the accessible route crosses a curb, is there a curb ramp? [402.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Install curb ramp
<p>1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Regrade curb ramp
<p>1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:43? [405.1, 405.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Regrade curb ramp

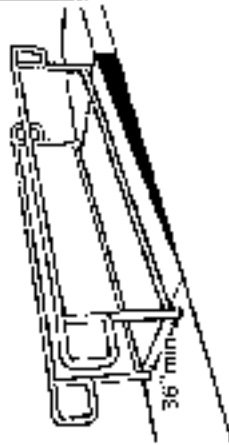
<p>1.22 Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Widen curb ramp
<p>1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]</p> <p>If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Reconfigure Add ramp flares
<p>1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares?</p> <p>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Add ramp flares Regrade flares

Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp.

1.25 If there is a ramp is it at least 36 inches wide? [405-5]

Yes No

Measurements:



Note: if there are handrails, measure between the handrails.

- Alter ramp
-
-

Photo #:

1.26 Is the surface stable, firm and slip resistant? [405-4]

Yes No

- Resurface ramp
-
-

Photo #:

1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405-2]

Yes No

Measurements:

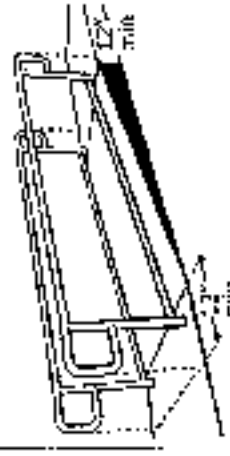
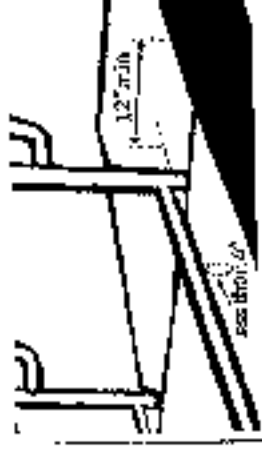







Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.

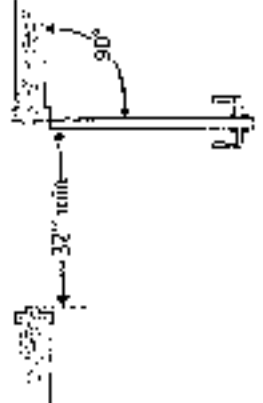
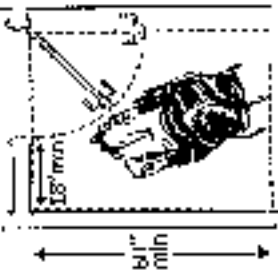

Photo #:

<p>1.28 Is there a level landing that is at least 60 inches long and at least as wide as the ramp? At the top of the ramp?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> Alter ramp Relocate ramp
<p>1.29 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> Alter ramp Increase landing size
<p>1.30 If the ramp has a rise higher than 6 inches, are there handrails on both sides? [405.8]</p> <p>Note: Curb ramps are not required to have handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> Add handrails

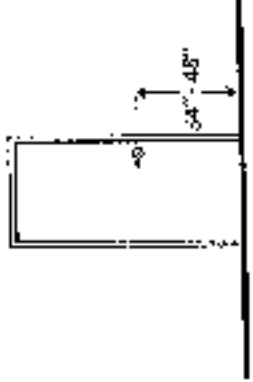
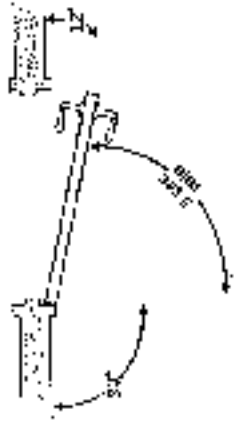
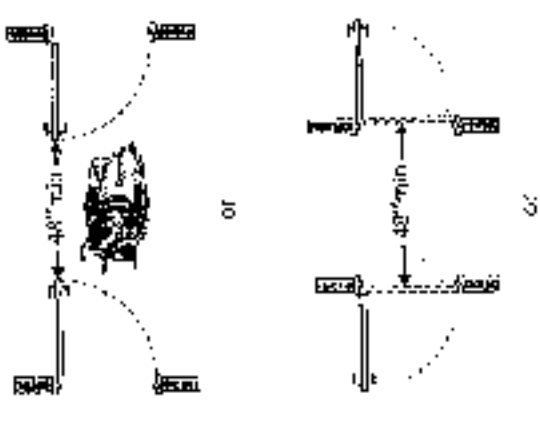
<p>1.31 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • Adjust handrail height
<p>1.32 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.5]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no greater than 2 1/4 inches? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails
<p>1.33 If the handrail gripping surface is circular, is it no less than 1 3/4 inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails
<p>1.34 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 1/2 inches?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails



<p>1.35 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails • •
<p>1.36 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?</p> <p>Or</p> <p>Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width •

Entrance	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Redesign to make it accessible
<p>1.37 Is the main entrance accessible?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Designate an entrance and make it accessible • Ensure that accessible entrance can be used independently and during the same hours as the main entrance
<p>1.38 If the main entrance is not accessible, is there an alternative accessible entrance? Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Install signs • Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route
<p>1.39 Do all accessible entrances have signs indicating the location of the nearest accessible entrance? [216.6]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Install sign
<p>1.40 If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No		Photo #:	<ul style="list-style-type: none"> • Install sign

<p>1.41 Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? (404.2.3)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Alter door Install offset hinges
<p>1.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?</p> <p>Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Remove obstructions Reconfigure walls Add automatic door opener
<p>1.43 If the threshold is vertical is it no more than 1/4 inch high?</p> <p>Or</p> <p>No more than 1/4 inch high with the top 1/4 inch beveled no steeper than 1:2, if the threshold was installed or</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Remove or replace threshold

<p>after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than 1/4 inch high with the top 1/8 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first 1/8 inch of the 1/2 or 3/8 inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	
<p>1.44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener.

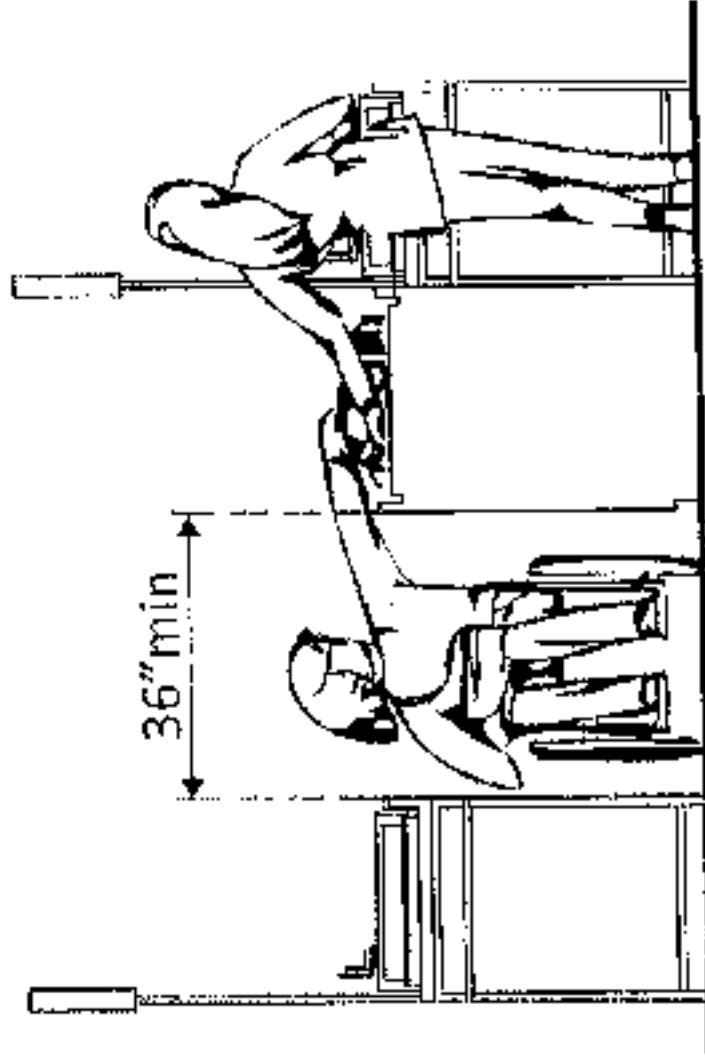
<p>1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? [404.2.7.]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>• Change hardware height</p>
<p>1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurements:</p>		<p>• Adjust closer</p>
<p>1.47 If there are two doors in a series, e.g., vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.5.]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>• Remove inner door</p> <p>• Change door swing</p>

			Photo #:	
<p>1.48 If provided at the building entrance, are carpets or mats no higher than 1/2 inch thick? [302.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		Photo #:	<ul style="list-style-type: none"> • Replace or remove mats • •
<p>1.49 Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		Photo #:	<ul style="list-style-type: none"> • Secure carpeting or mats at edges • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		Photo #:	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		Photo #:	<ul style="list-style-type: none"> • • •

ADA Checklist for Existing Facilities

Priority 2 -- Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.

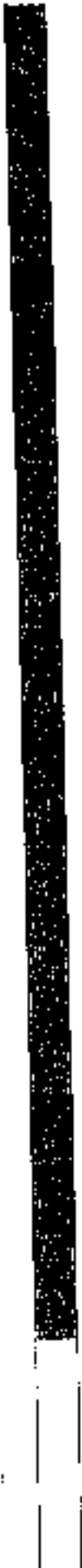


Institute for Human Centered Design
www.HumanCenteredDesign.org

2014



ADA National Network
Questions on the ADA 800-549-4732 voice/tty
www.ADAchecklist.org



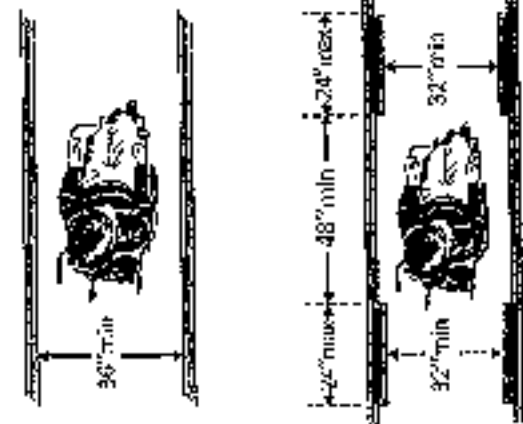
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A06JC92-00A. However, the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.


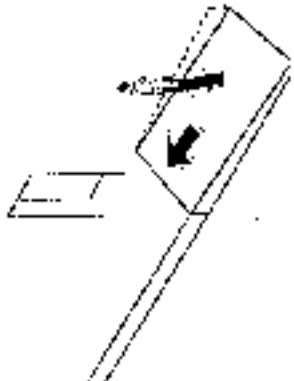

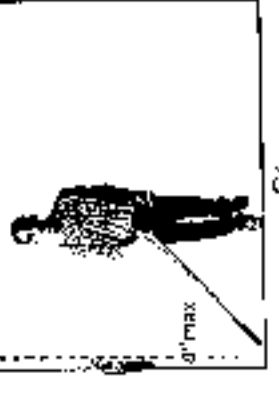
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

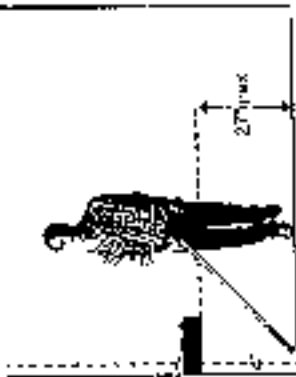
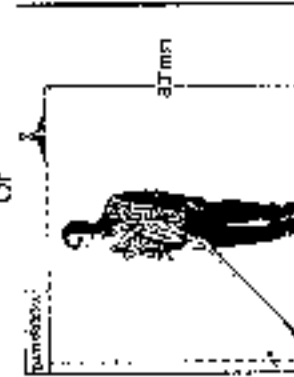
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 2 – Access to Goods & Services

Possible Solutions

		Comments	Possible Solutions
<p>2.1 Does the accessible entrance provide direct access to the main floor, lobby and elevator? (See 2010 ADA Standards for Accessible Design – 206.4.)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Create accessible route
<p>Interior Accessible Route</p>			
<p>2.2 Are all public spaces or at least one accessible route? [206.2.6.]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Create accessible route
<p>2.3 Is the route stable, firm and slip-resistant? [402, 302.1.]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Repair uneven surfaces
<p>2.4 Is the route at least 36 inches wide? [403.5.1.]</p> <p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurements:</p> 	<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route

<p>2.5 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 50 x 60 inches? [403.5.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>50' min 60" min</p>	<p>• Widest route for passing space</p>
<p>2.6 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>• Regrade</p>
<p>2.7 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>• Regrade</p>
<p>2.8 Do all objects or circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Cr</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>4" max Cr</p>	<p>• Remove object</p> <p>• Add tactile warning such as permanent plates or partial walls</p>

<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Or</p> 	<p>Photo #:</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Install if necessary • Offer goods and services on an accessible story
<p>2.9 Are there elevators or platform lifts to all public stories?</p> <p>Note: Vertical access is not required in new construction alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility.</p>	<p>Photo #:</p>	<p>Photo #:</p>

Ramps

2.10 If there is a ramp, is it at least 36 inches wide? [405.3]

Note: If there are handrails, measure between the handrails.

Yes No

Measurement:

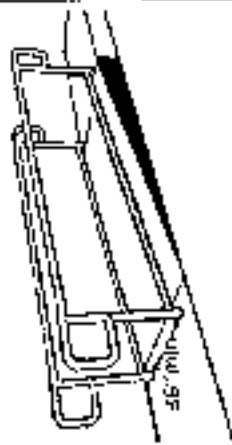


Photo #:

- Alter ramp
-
-

2.11 Is the surface stable, firm and slip resistant? [405.4]

Yes No

- Resurface ramp
-
-

Photo #:

2.12 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]

Yes No

Measurement:



Photo #:

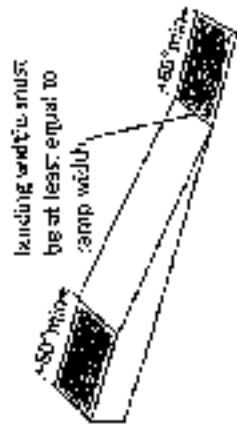
- Lengthen ramp to decrease slope
- Relocate ramp
-

2.13 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:

At the top of the ramp?

Yes No

Measurement:



Yes No

Measurement:

Photo #:

- Alter ramp
- Relocate ramp
-

2.14 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?

Yes No

Measurement:

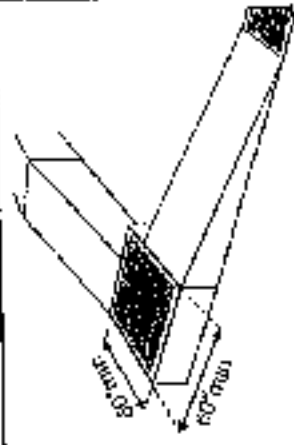


Photo #:

- Increase landing size
-
-

2.15 If the ramp has a rise higher than 6 inches are there handrails on both sides?

Yes No

Measurement:

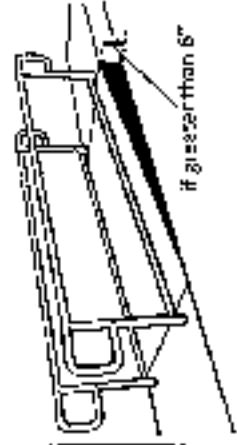
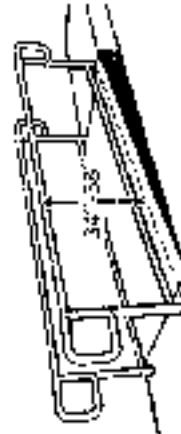

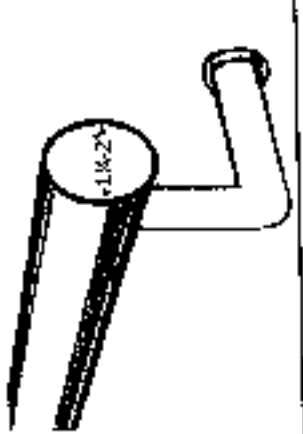
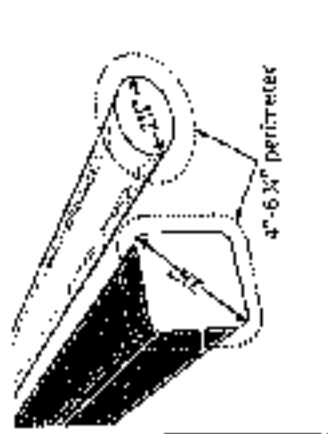


Photo #:

- Add handrails
-
-

<p>2.16 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<ul style="list-style-type: none"> • Adjust handrail height
<p>2.17 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3] If there are obstructions, is the bottom of the gripping surface obstructed no more than 20%? [505.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<ul style="list-style-type: none"> • Reconfigure or replace handrails
<p>2.18 If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<ul style="list-style-type: none"> • Replace handrails
<p>2.19 If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6 1/2 inches? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<ul style="list-style-type: none"> • Replace handrails

Is the cross section no greater than 2 1/2 inches in diameter? [505.7.2]

Yes No

Measurement:

Photo #:

2.20 Does the handrail:

Extend at least 12 inches horizontally beyond the top and bottom of the ramp?

Yes No

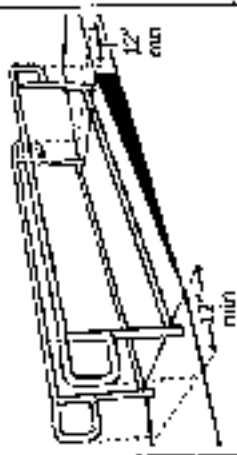
Measurement:

Return to a wall, guard, or landing surface? [505.10.1]

Yes No

Note: If a 12" extension would be hazardous (in circulation path), it is not required

Photo #:



Alter handrails

2.21 To prevent wheelchair casters and crutch tips from falling off:

Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail?

Yes No

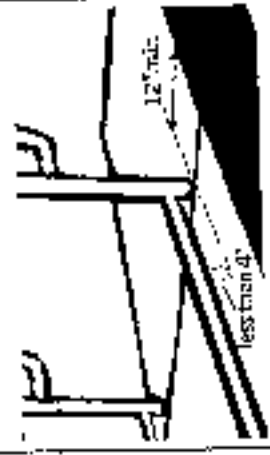
Measurement:

OR
Is there a curb or barrier that prevents the passage of a 4 inch diameter sphere? [405.9.1, 405.9.2]

Yes No

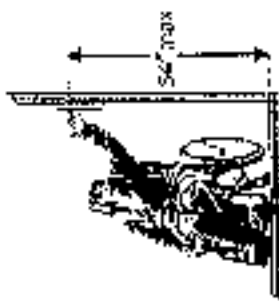
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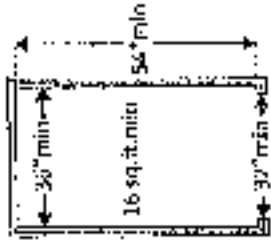
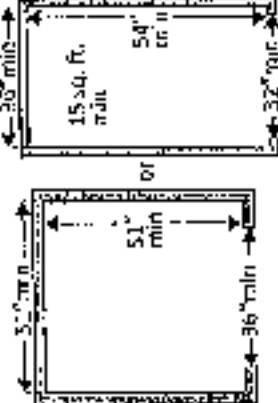
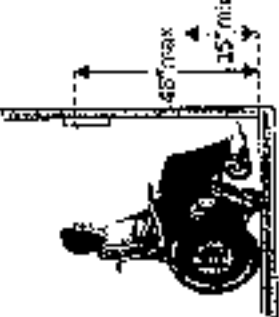
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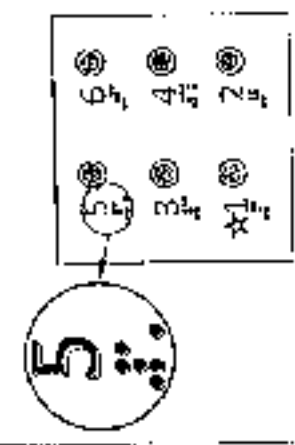


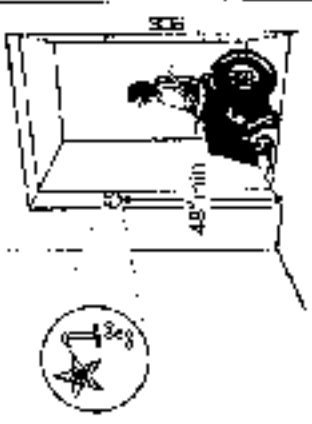

- Add curb
- Add barrier
- Extend ramp width
-
-


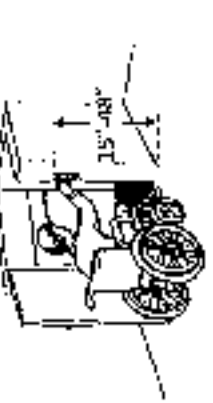
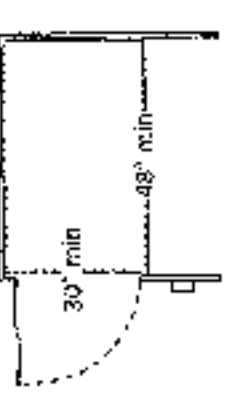
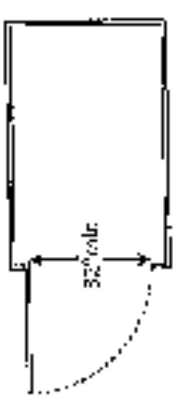
Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.

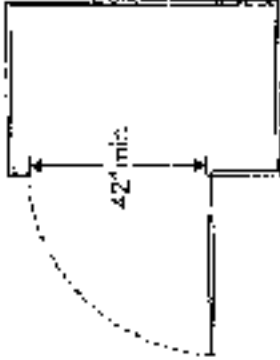

<p>2.22 If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Change call button height
<p>2.23 If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person? [407.3.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>Photo #:</p> <ul style="list-style-type: none"> • It constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically • Install opener
<p>2.24 If there is a LULA elevator with a swinging door:</p> <p>Is the door power-operated?</p> <p>Does the door remain open for at least 20 seconds when activated? [408.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Time:</p>	<p>Photo #:</p>	<p>Photo #:</p> <ul style="list-style-type: none"> • Add power-operated door • Adjust opening time

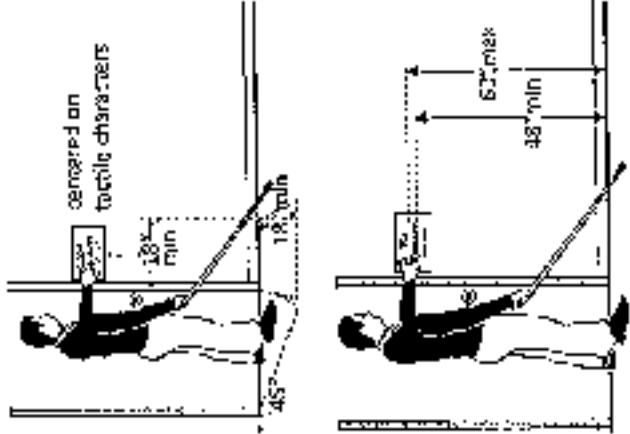
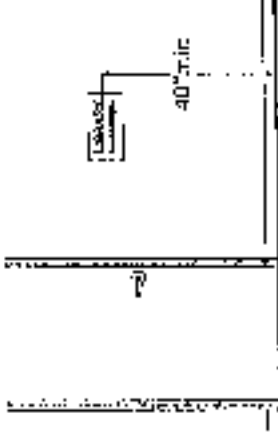
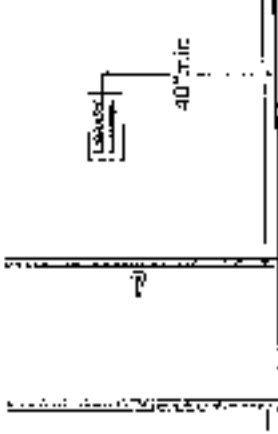
<p>2.25 If there is a full size elevator:</p> <p>Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area?</p> <p>Is the door opening width at least 32 inches? (408.4.1 Exception)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace elevator • •
<p>2.26 If there is a LULA elevator, is the interior:</p> <p>At least 51 inches deep by 31 inches wide with a door opening width of at least 36 inches?</p> <p>Or</p> <p>At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches? (408.4.1 Exceptions 1 and 2)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace elevator • •
<p>2.27 If there is a full size or LULA elevator, are the in car controls:</p> <p>No less than 25 inches and no greater 48 inches above the floor?</p> <p>Or</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Or</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control height • •

<p>2.28 If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Reconfigure controls
<p>2.29 If there is a full size or LULA elevator: Are the car control buttons designated with raised characters? Are the car control buttons designated with Braille? [407.4.7.1, 703.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Add raised characters Add Braille
<p>2.30 If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Install audible signals

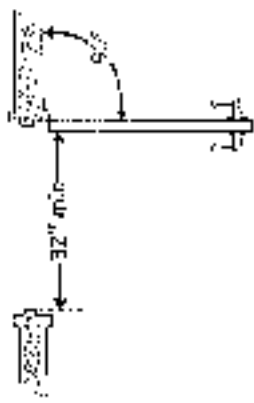
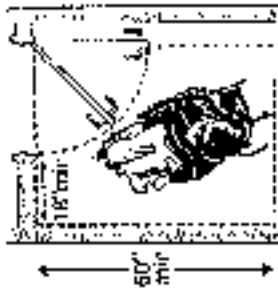
<p>2.31 If there is a full size or LU_A elevator:</p> <p>Is there a sign on both door jams at every floor identifying the floor?</p> <p>Is there a tactile slar on both jams at the main entry level?</p> <p>Do text characters contrast with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?★ [417.2.3, 408.2.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<ul style="list-style-type: none"> • Install signs • Change sign height • • <p>★ If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required</p>
<p>Platform Lifts</p> <p>2.32 If a lift is provided, can it be used without assistance from others? [410.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> 	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure so independently operable • • <p>Photo #:</p>

<p>2.33 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Remove obstructions
<p>2.34 Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Change control height
<p>2.35 Is there a clear floor space at least 30 inches wide by at least 48 inches long inside the lift? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Replace lift
<p>2.36 If there is an end door, is the clear opening width at least 32 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Alter door width

<p>2.37 If there is a side door, is the clear opening width at least 42 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p>		<p>Alter door width</p>
<p>Signs "tactile characters" are read using touch, i.e. raised characters and Braille.</p>			
<p>2.38 If there are signs designating permanent counts and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>• Install tactile sign</p> <p>• Relocate sign</p>	
<p>Do text characters contrast with their backgrounds? [703.5]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>Are text characters raised? [703.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>Is there Braille? [703.3]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>Is the sign mounted on the wall on the latch side of the door? [703.4.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices.</p>			<p>*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without</p>

<p>With clear floor space beyond the arc of the door swing between the raised position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? [703.4.2]</p> <p>So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 50 inches above the floor? [703.4.1]</p> <p>Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> 	<p>encountered protruding objects or standing within the door swing, relocation not required</p> <p>If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required</p>	<p>Photo #:</p>	<p>• Install signs with contrasting characters</p> <p>• Change sign height</p>
<p>2.39 If there are signs that provide direction to or information about interior spaces:</p> <p>Do text characters contrast with their backgrounds? [703.5.1]</p> <p>Is the sign mounted so that characters are at least 40 inches above the floor? [703.5.6]</p> <p>Note: Raised characters and Braille are not required.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> 	<p>Photo #:</p>	<p>Photo #:</p>	

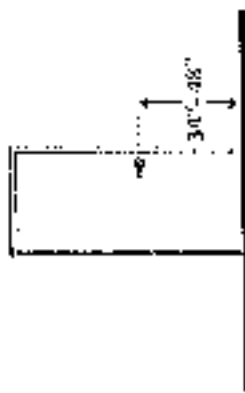
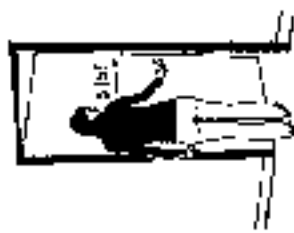
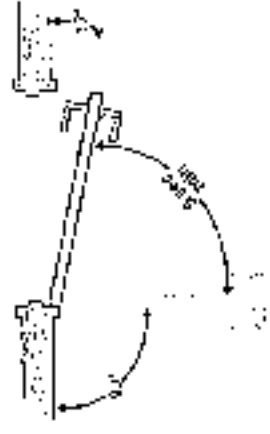

Interior Doors – to classrooms, medical exam rooms, conference rooms, etc.


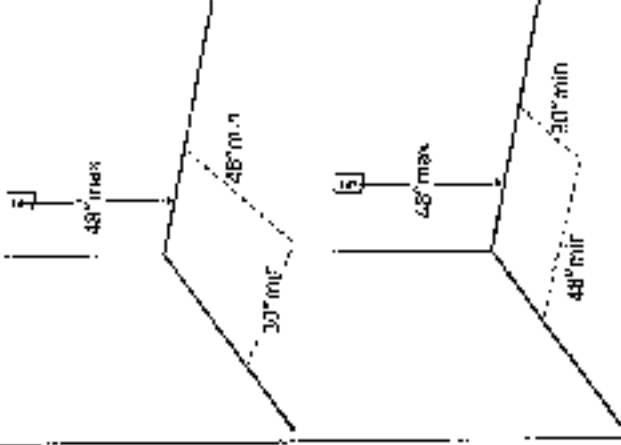
<p>2.40 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install offset hinges • Alter the doorway
<p>2.41 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener

<p>2.42 If the threshold is vertical is it no more than 3/8 inch high?</p> <p>Or</p> <p>No more than 3/8 inch high with the top 3/8 inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than 3/4 inch high with the top 3/8 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first 3/8 inch of the 3/4 or 3/8 inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Remove or replace threshold</p>
<p>2.43 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Replace inaccessible knob with lever, loop or push hardware</p> <p>Add automatic door opener</p>


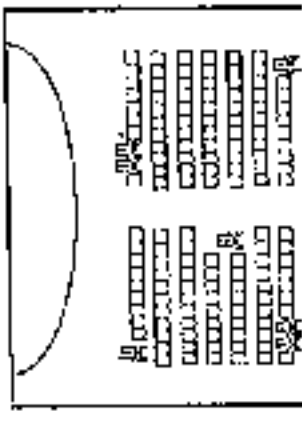
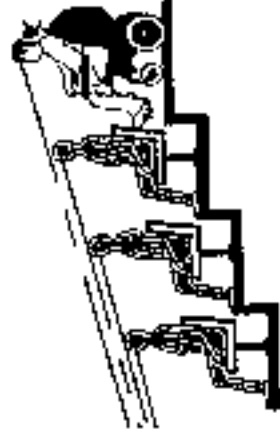
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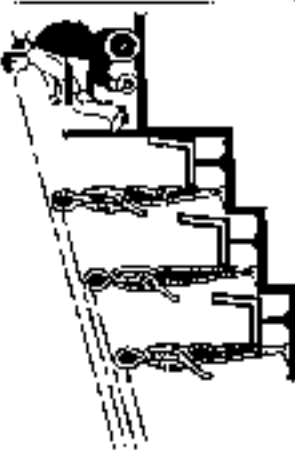
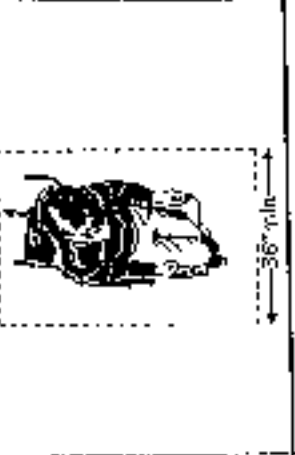
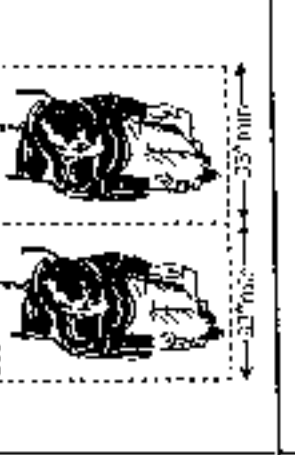
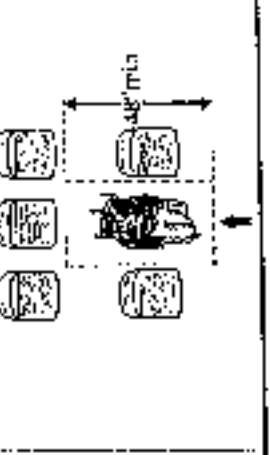
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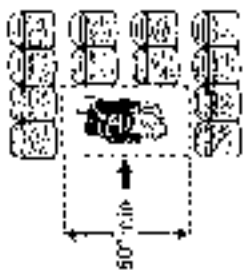
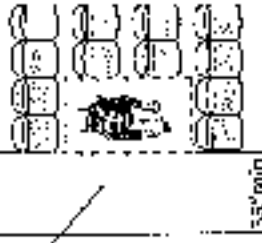

<p>2.44 Are the operable parts of the hardware no less than 3/4 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Change hardware height
<p>2.45 Can the door be opened easily (5 pounds maximum force)? [404.2.5]</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Adjust or replace closers Install lighter doors Install power-assisted or automatic door openers
<p>2.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.6.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Adjust closer
<p>Rooms and Spaces: stores, supermarkets, libraries, etc.</p>			
<p>2.47 Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide? [403.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Rearrange goods, equipment and furniture



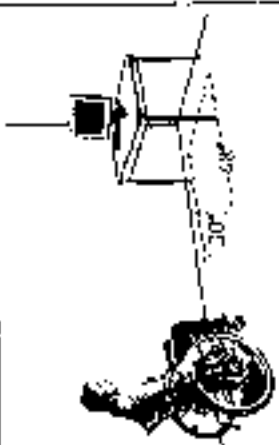
<p>2.48 Are floor surfaces stable, firm and slip resistant? [302.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>• Change floor surface</p>
<p>2.49 If there is carpet, is it no higher than 1/8 inch?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Replace carpet</p>
<p>2.50 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [305.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Change height of controls</p> <p>• If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor.</p>

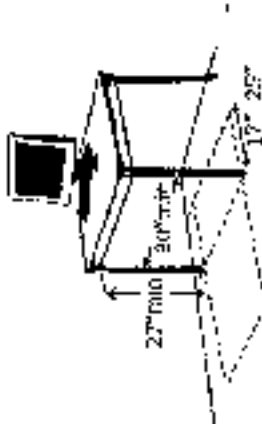

Controls light switches security and intercom systems emergency alarm boxes

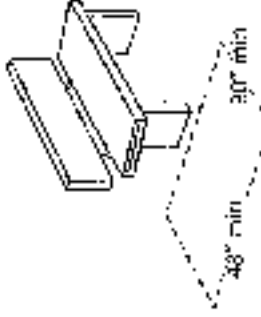
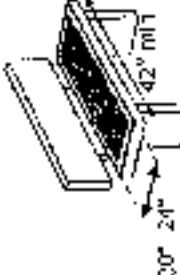

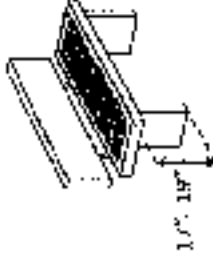
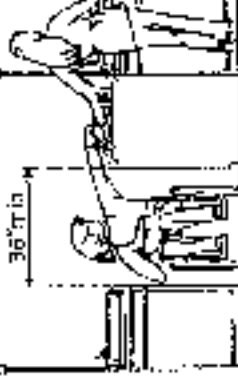
<p>2.51 Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [509.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Reface control</p>										
<p>Seating: Assembly Areas, Theaters, Auditoriums, Dining, the Arts, Classroom, etc.</p>													
<p>2.52 Are an adequate number of wheelchair spaces provided? [221.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<table border="1"> <thead> <tr> <th># of Seats</th> <th>Wheelchair Spaces</th> </tr> </thead> <tbody> <tr> <td>4 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 100</td> <td>4</td> </tr> <tr> <td>101 - 300</td> <td>5</td> </tr> </tbody> </table> <p>300+ see 2010 Standards 221.2.1.</p>	# of Seats	Wheelchair Spaces	4 - 25	1	26 - 50	2	51 - 100	4	101 - 300	5	<p>• Reconfigure to add wheelchair spaces</p>
# of Seats	Wheelchair Spaces												
4 - 25	1												
26 - 50	2												
51 - 100	4												
101 - 300	5												
<p>2.53 Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Reconfigure to disperse wheelchair spaces</p>										
<p>2.54 Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>• Alter for line of sight</p>										

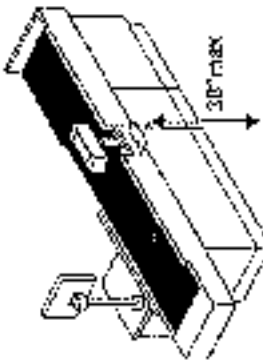
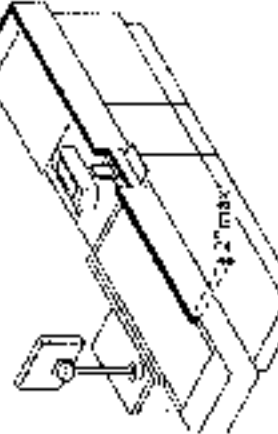
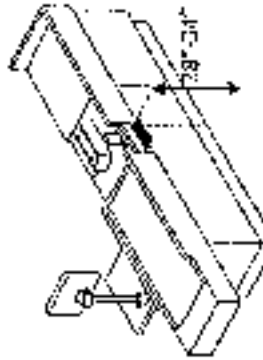

<p>2.55 Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter for line of sight
<p>2.56 If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter space
<p>2.57 If there are two adjacent wheelchair spaces, are they each at least 35 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter spaces
<p>2.58 If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter space

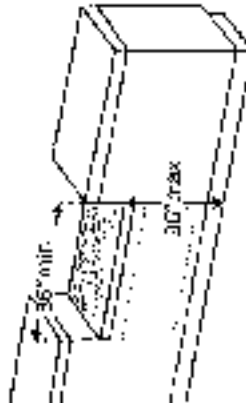
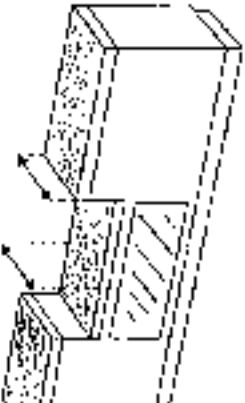
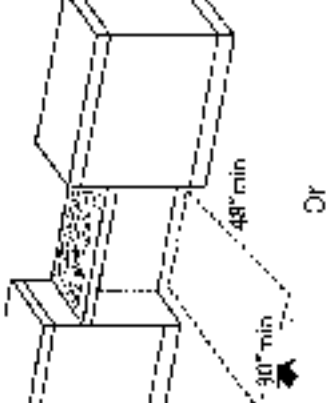
<p>2.59 If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Alter space
<p>2.60 Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Alter spaces
<p>2.61 Is there at least one companion seat for each wheelchair space? [221.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Add companion seats
<p>2.62 Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Alter seating
<p>2.63 Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Add equivalent seating

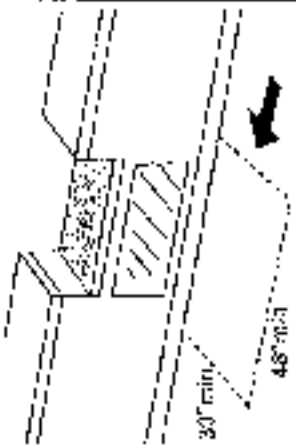
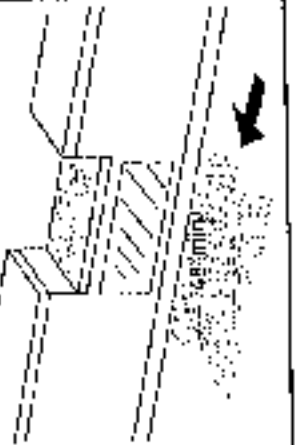
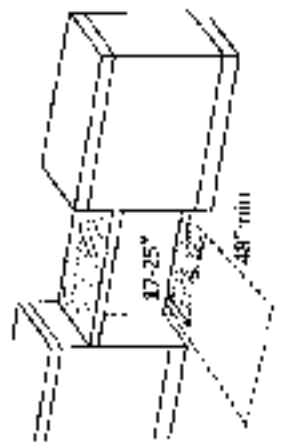
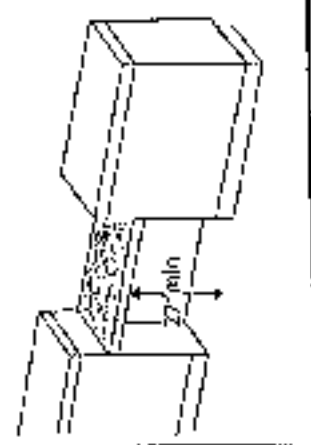
<p>Seating – Restaurants, Cafeterias, Bars, and Non-employee work surfaces (lobbies, waiting rooms, etc.)</p>	
<p>2.64 Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Total #:</p> <p>Wheelchair #:</p> <p>Photo #:</p>
<p>2.65 Is there a route at least 36 inches wide to accessible seating? [403.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p>Photo #:</p>
<p>2.66 At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [302.3]</p> <p>Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p>Photo #:</p>
<p>2.67 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>  <p>Photo #:</p>

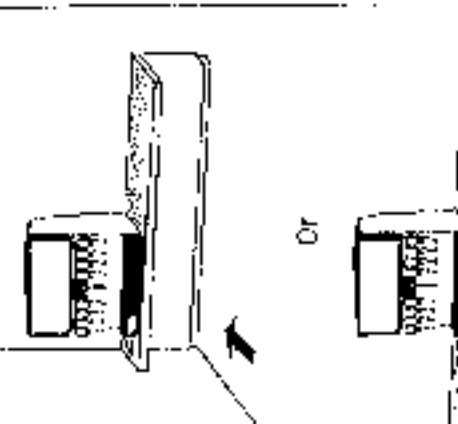
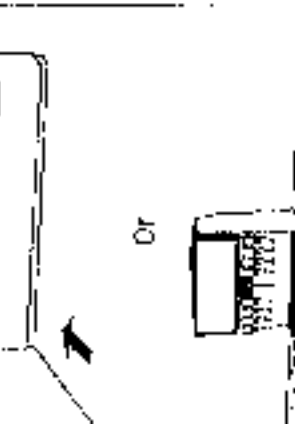

<p>Does it extend no less than 17 inches and no greater than 25 inches under the surface?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> <p>Is there knee space at least 27 inches high and at least 30 inches wide? (305.2, 306.3)</p> <p>Note: If for children, the knee space may be 24 inches high.</p>		<p>Photo #:</p>	
<p>Seating: General – reception areas, waiting rooms, etc.</p>			
<p>2.68 Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair? (802.1.2, 802.1.3)</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p> 	<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ remove furniture and equipment to provide space ▪ ▪
<p>Benches – in locker rooms, dressing rooms, fitting rooms, etc.</p>			
<p>2.69 In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench? (222.1, 803.4)</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	<p>Photo #:</p>	<ul style="list-style-type: none"> ▪ Add bench ▪ ▪

<p>2.70 Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<ul style="list-style-type: none"> • Move bench • Replace bench • Affix bench to wall
<p>Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		
<p>Does the bench have back support or is it affixed to a wall?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor? (903)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		
<p>Check Out Aisles, supermarkets, large retail stores, etc.</p>			
<p>2.71 Is the aisle at least 36 inches wide? (904.3.1)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<ul style="list-style-type: none"> • Widen aisle
		Photo #:	

<p>2.72 Is the counter surface at least one aisle no higher than 38 inches above the floor? [904.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Lower counter
<p>2.73 Is the top of the counter edge protected or not higher than 2 inches above the counter surface? [904.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Lower edge protection
<p>2.74 If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Alter check writing surface
<p>2.75 If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Add sign

Safe & Service Counter, Bank, Store, Pharmacy, Clinic, etc.		Auto, Parking, Fitness, Club, etc.	
<p>2.76 Is there a portion of at least one of each type of counter that is:</p> <p>No higher than 36 inches above the floor?</p> <p>At least 36 inches long? [904.4.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Lower section of counter Lengthen section of counter
<p>2.77 Does the accessible portion of the counter extend the same depth as the counter top? [904.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Alter accessible portion
<p>2.78 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Parallel</p> <p>Measurement:</p> <p><input type="checkbox"/> Forward</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Reconfigure to provide a parallel or forward approach

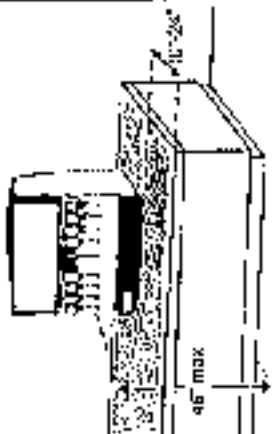
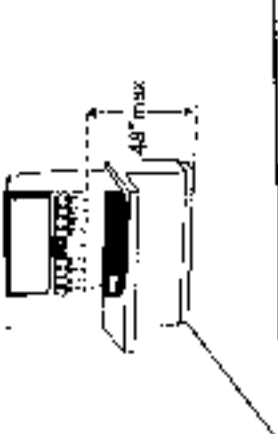
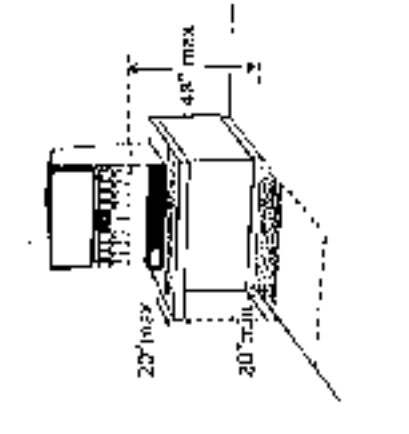
			<p>Photo #:</p>	
<p>2.79 For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of the counter? [904.4.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • If a parallel approach is not possible, a forward approach is required
<p>2.80 For a forward approach Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee clearance
<p>Is there at least 27 inches clearance from the floor to the bottom of the counter? [305.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	

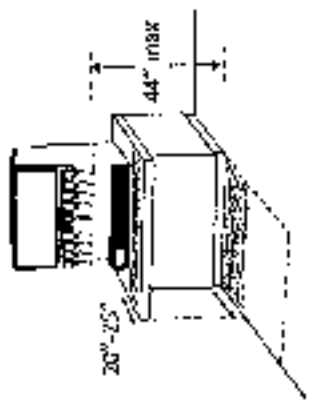
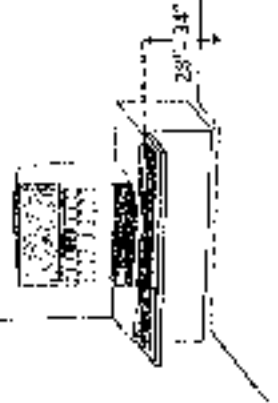
<p>2.81 Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [504.5.1.]</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Forward <input type="checkbox"/> Parallel </p>		<p>Photo #:</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>	<p>Photo #:</p>
<p>2.82 If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1.]</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>	<p>Photo #:</p>
<p>2.83 If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1.]</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>	<p>Photo #:</p>

• Reconfigure to provide approach
 •
 •

• Lower shelf and/or dispensing device
 •
 •

• Lower shelf and/or dispensing device
 •
 •

<p>2.84 If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device
<p>2.85 If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device
<p>2.86 If there is an obstruction no deeper than 20 inches with a forward approach: Does clear floor space extend under the obstruction that is at least the same depth as the obstruction? Is the shelf or dispensing device no higher than 48 inches above the floor? [504.5.1]</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: </p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device

<p>2.87 If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>• Reconfigure to provide knee space</p> <p>• Lower shelf and/or dispensing device</p> <p>Photo #:</p>
<p>2.88 If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>• Reconfigure</p> <p>Photo #:</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>•</p> <p>•</p> <p>•</p> <p>Photo #:</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>•</p> <p>•</p> <p>•</p> <p>Photo #:</p>

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design

Project _____

Building _____

Location _____

Date _____

Surveyors _____



Contact Information _____

When toilet rooms are open to the public they should be accessible to people with disabilities.



Institute for Human Centered Design
www.HumanCenteredDesign.org

2016



ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org



This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133AC60092-09A. However, the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

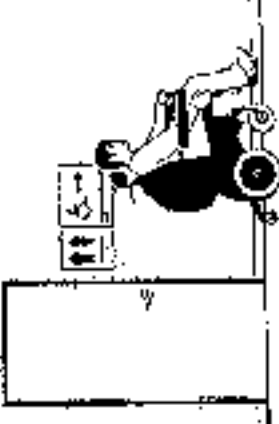

Questions or comments on the checklist contact the New England ADA Center at 617. 695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 3 – Toilet Rooms

Comments

Possible Solutions

<p>3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Note: If toilet rooms are unisex for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.2, 604.8, 604.9, 609.1 and Lavatories and Sinks - 506.2.</p>		<ul style="list-style-type: none"> • Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room.
<p>3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [see 2010 ADA Standards for Accessible Design - 216.8]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs
<p>3.3 If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> • Install sign
<p>Accessible Route</p> <p>3.4 Is there an accessible route to the accessible toilet room? [206.2.4]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter route

Signs at Toilet Rooms

3.5 Do text characters contrast with their backgrounds? [703.5]

Yes No

- Install tactile sign
- Relocate sign

Are text characters raised? [703.2]

Yes No

Is there Braille? [703.3]

Yes No

Is the sign mounted on the wall on the latch side of the door? [703.4.2]

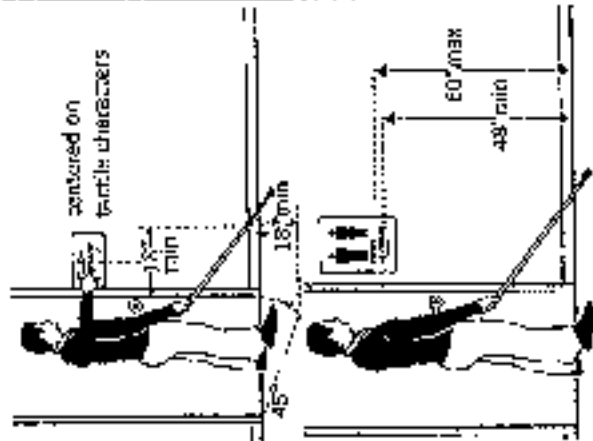
Yes No

Note: Signs are permitted on the push side of doors with closers and without hold-open devices.

With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? [703.4.2]

Yes No

Measurement:



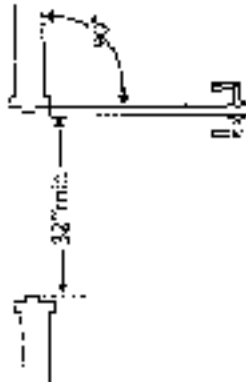

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? [703.4.1]

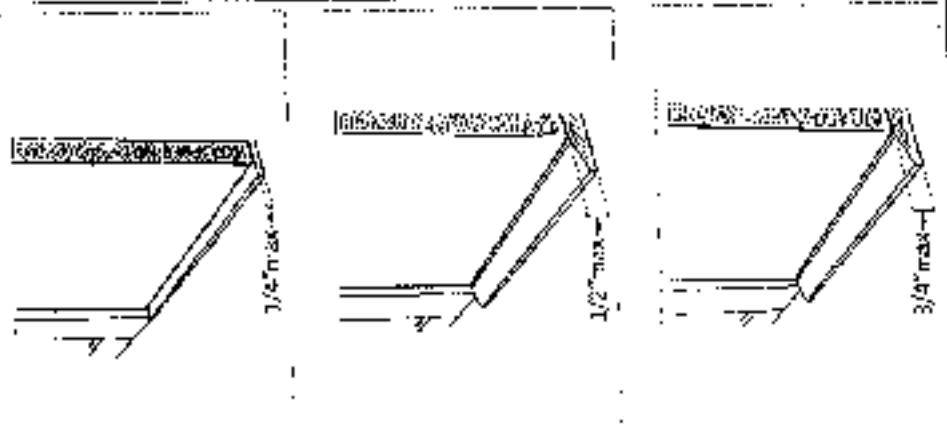
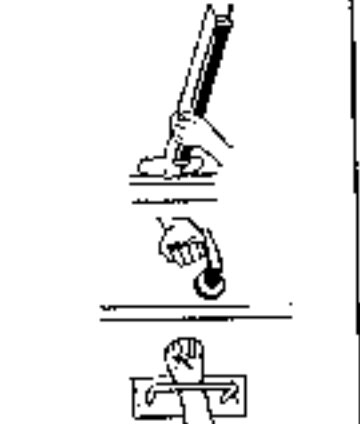
Yes No

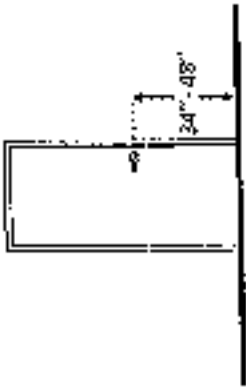

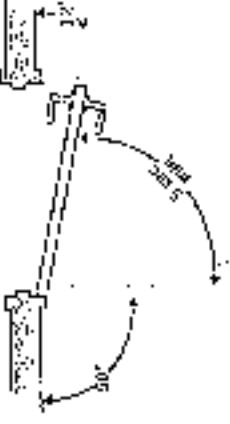
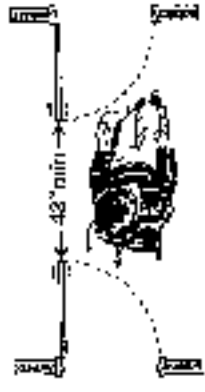
Measurement:

- If constructed before 3/15/2012, and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required

- If constructed before 3/15/2012 and mounted 60 inches or higher than 60 inches to the centerline of the


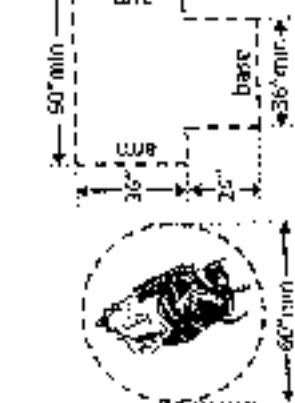
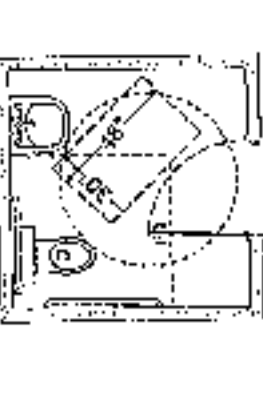
<p>sign, relocation is not required</p>				<p>Photo #:</p>
<p>Entrance</p> <p>3.6 is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p> <ul style="list-style-type: none"> Install offset hinges Alter the doorway
<p>3.7 If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p> <p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:43)? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p> <ul style="list-style-type: none"> Remove obstructions Reconfigure walls Add automatic door opener

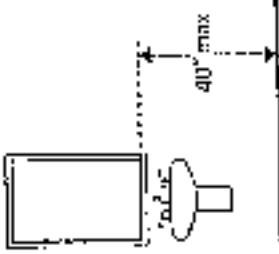
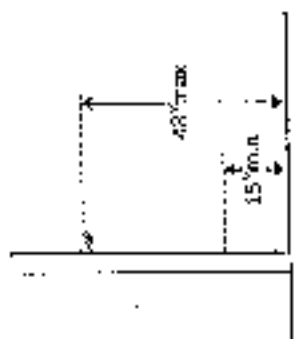

<p>3.8 If the threshold is vertical is it no more than 3/4 inch high?</p> <p>Or</p> <p>No more than 3/4 inch high with the top 3/4 inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (3/26/93)?</p> <p>Or</p> <p>No more than 3/4 inch high with the top 3/4 inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (3/26/93)? [401.2.5, 303.2]</p> <p>Note: The first 3/4 inch of the 3/4 or 3/4 inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> 	<p>Remove or replace threshold</p>
<p>3.9 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Knob (if provided)? [401.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> 	<p>Replace inaccessible knob with lever, loop or push hardware</p> <p>Add automatic door opener</p>

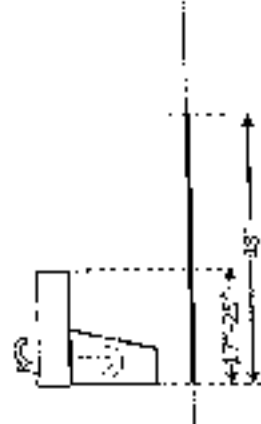
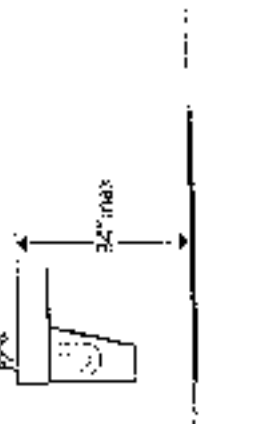
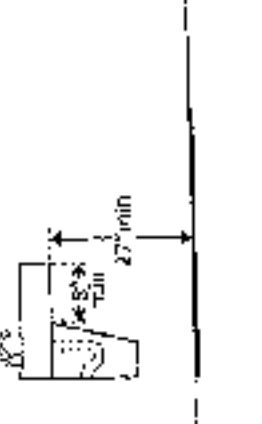
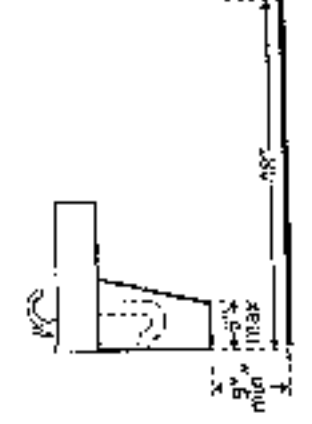
<p>3.10 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Change hardware height
<p>3.11 Can the door be opened easily (5 pounds maximum force)? [404.2.3]</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
<p>3.12 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Adjust closer
<p>3.13 If there are two doors in a series, e.g., vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>or</p>	<p>Photo #:</p> <ul style="list-style-type: none"> • Remove inner door • Change door swing

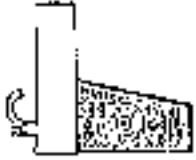

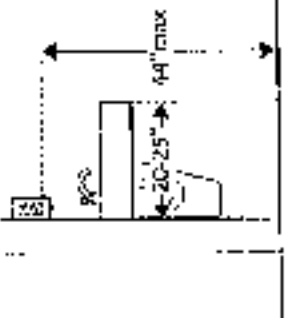
		<p>Photo #:</p>	
<p>3.14 If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4.]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure space • •
<p>3.15 If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4.]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure space • •

In the Toilet Room

<p>3.16 Is there a clear path to at least one of each type of fixture, e.g., lavatory, hand dryer, etc., that is at least 36 inches wide? [603.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Remove obstructions</p>
<p>3.17 Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60 inch square? [603.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Move or remove partitions, fixtures or objects such as trash cans</p>
<p>3.18 In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Reverse door swing Alter toilet room</p>
<p>3.19 If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is</p>

<p>If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*</p> <p>[603.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<p>not required</p> <ul style="list-style-type: none"> • Lower the mirror • Add another mirror
<p>3.20 If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*</p> <p>[603.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust hook • Replace with or provide additional accessible hook • If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.
<p>Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories</p> <p>3.21 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long?</p> <p>[606.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory

<p>3.22 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter lavatory Replace lavatory
<p>3.23 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [504.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter lavatory Replace lavatory
<p>3.24 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter lavatory Replace lavatory
<p>3.25 Is there toe clearance at least 9 inches high? [306.3.3]</p> <p>Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p>Photo #:</p>	<ul style="list-style-type: none"> Alter lavatory Replace lavatory

<p>3.26 Are pipes below the lavatory insulated or otherwise configured to protect against contact? (506.5)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install insulation • Install cover panel
<p>3.27 Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds? (506.4)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust faucet • Replace faucet
<p>Soap Dispensers and Hand Dryers</p>				
<p>3.28 Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep; no higher than 44 inches above the floor? (308.2.4) Above lavatories less than 20 inches deep; no higher than 48 inches above the floor?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust dispensers • Replace with or provide additional accessible dispensers

Not over an obstruction: no higher than 48 inches above the floor?
[308.2]

Yes No

Measurement:

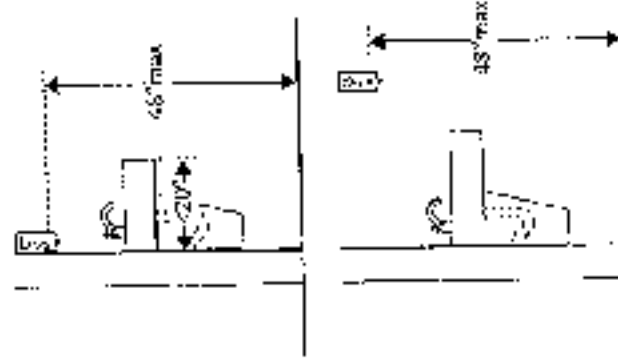


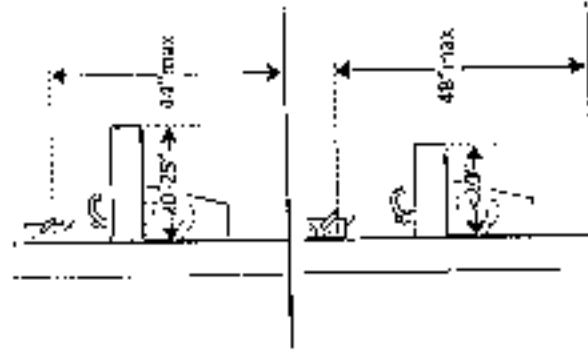
photo #:

- Adjust dispensers
- Replace with or provide additional accessible dispensers

3.20 Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges:
Above lavatories or counters no less than 20 inches and no greater than 25 inches deep; no higher than 44 inches above the floor?

Yes No

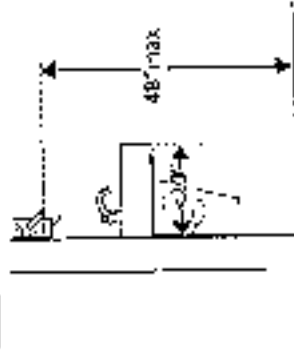
Measurement:



Above lavatories less than 20 inches deep; no higher than 48 inches above the floor?

Yes No

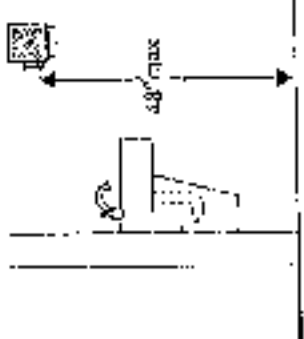
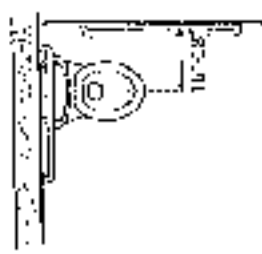
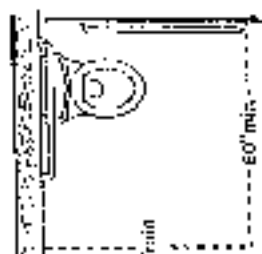
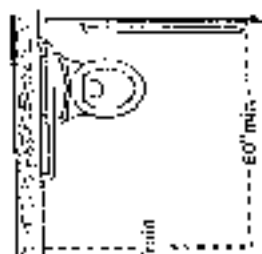
Measurement:


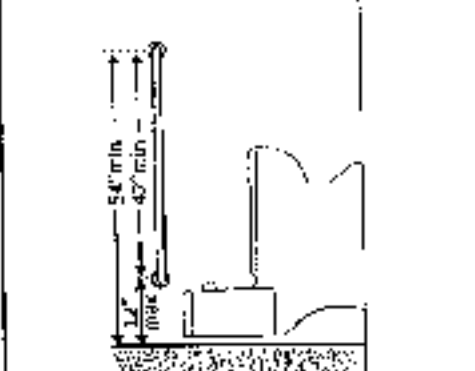


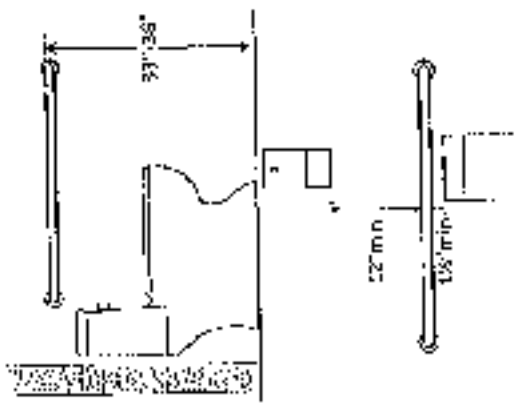
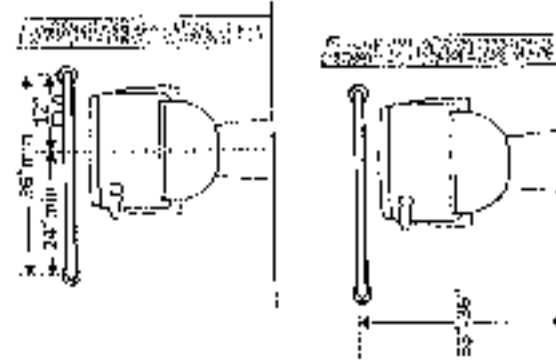
Not over an obstruction: no higher than 48 inches above the floor?
[308.2]

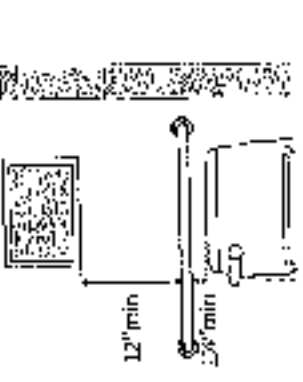
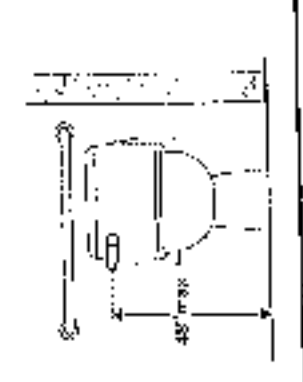
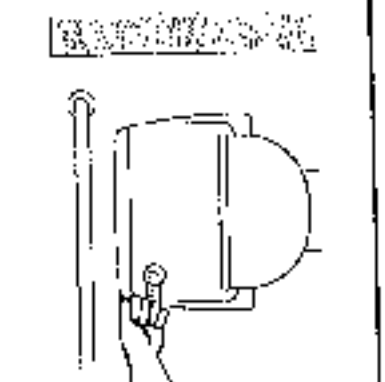
Yes No

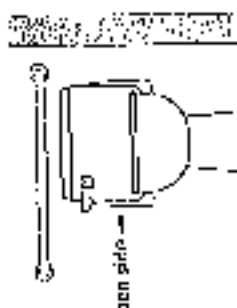
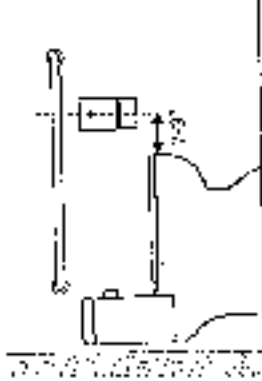
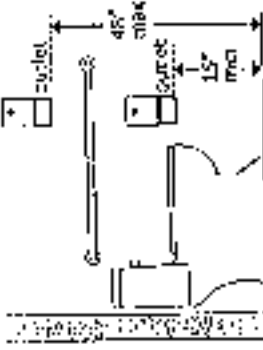
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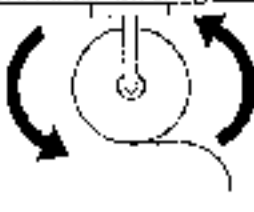
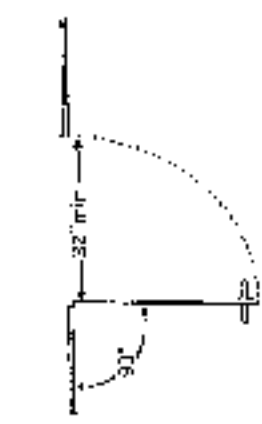
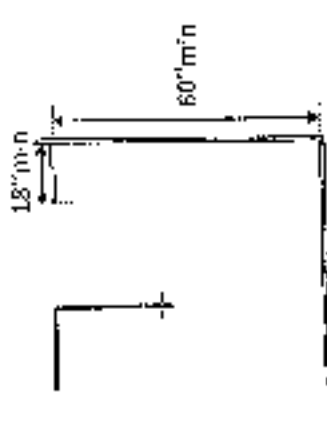
<p>Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>Photo #:</p>
<p>Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Measurement:</p>		<p>Photo #:</p>
<p>Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to stalls as water closets.</p>		
<p>3.30 Is the centerline of the water closet no less than 15 inches and no greater than 48 inches from the side wall or partition? [504.2]</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • Move toilet • Replace toilet • Move partition •
<p>3.31 Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall? [604.3.1]</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • If constructed before 3/15/02, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 199.5 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does




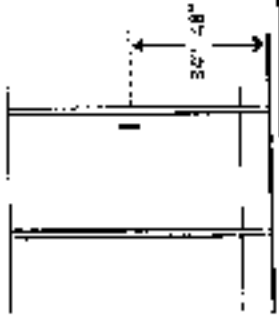
				<p>not swing into the required clearances of fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the center of the water closet</p> <ul style="list-style-type: none"> • Alter room/compartments for clearance • •
<p>3.32 Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [504.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> NO Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust toilet height • Replace toilet •
<p>3.33 Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? [504.5.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> NO Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> NO Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> NO Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects •

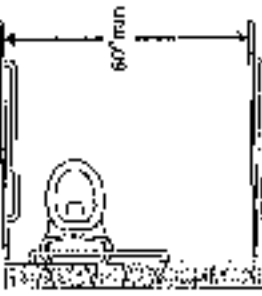
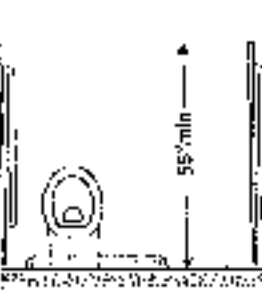
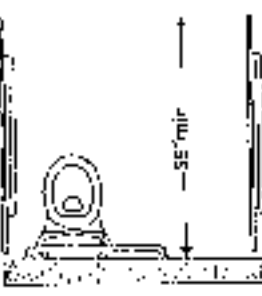
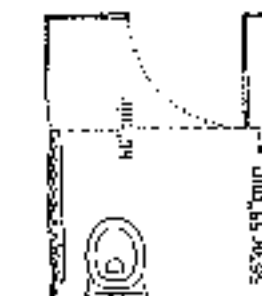
<p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [509.4]</p> <p>Is there at least 17 inches clearance between the grab bar and protruding objects above?*</p> <p>Is there at least 1 1/2 inches clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1 1/2 inches? [509.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>The diagrams show a side view of a grab bar mounted on a wall. The top diagram shows the height from the floor to the top of the bar, labeled as 33" to 36". The middle diagram shows a side view of the bar with a 17" clearance from a protruding object above. The bottom diagram shows a side view of the bar with a 1 1/2" clearance from a projecting object below.</p>	<p>* if constructed before 9/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p>
<p>3.34 Is there a grab bar at least 36 inches long on the rear wall?</p> <p>Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?</p> <p>Does it extend at least 24 inches on the other (open) side? [504.5.2]</p> <p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>The diagrams show a top-down view of a toilet stall. The first diagram shows a grab bar on the rear wall that is 36 inches long, with 12 inches extending from the centerline of the water closet on one side. The second diagram shows a grab bar on the side wall that extends 24 inches from the centerline of the water closet on the other side. The third diagram shows the height of the grab bar from the floor to the top of the gripping surface, labeled as 33" to 36".</p>	<p>Photo #:</p> <ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects

<p>3.34 [603.4] Are there at least 12 inches clearance between the grab bar and protruding objects above?*</p> <p>Are there at least 1 1/2 inches clearance between the grab bar and protruding objects below?*</p> <p>Is the space between the wall and the grab bar 1 1/2 inches? [603.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 2011 Standards</p>
<p>3.35 If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move control • Install sensor with override button no higher than 48 inches
<p>3.36 If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds? [605.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control • Adjust control

<p>3.37 Is the flush control on the open side of the water closet? [604.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move control
<p>3.38 Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?† [604.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • If constructed before 3/15/2012, dispenser does not need to be relocated if it is within reach from the water closet seat; the 2011 Standards do not specify distance from the front of the water closet • Relocate dispenser
<p>3.39 Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars? [604.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Relocate dispenser

<p>3.40 Does the dispenser allow continuous paper flow? [604.7]</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust dispenser • Replace dispenser
<p>Toilet Compartments (Stalls)</p> <p>3.41 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen door width
<p>3.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2]</p> <p>Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions

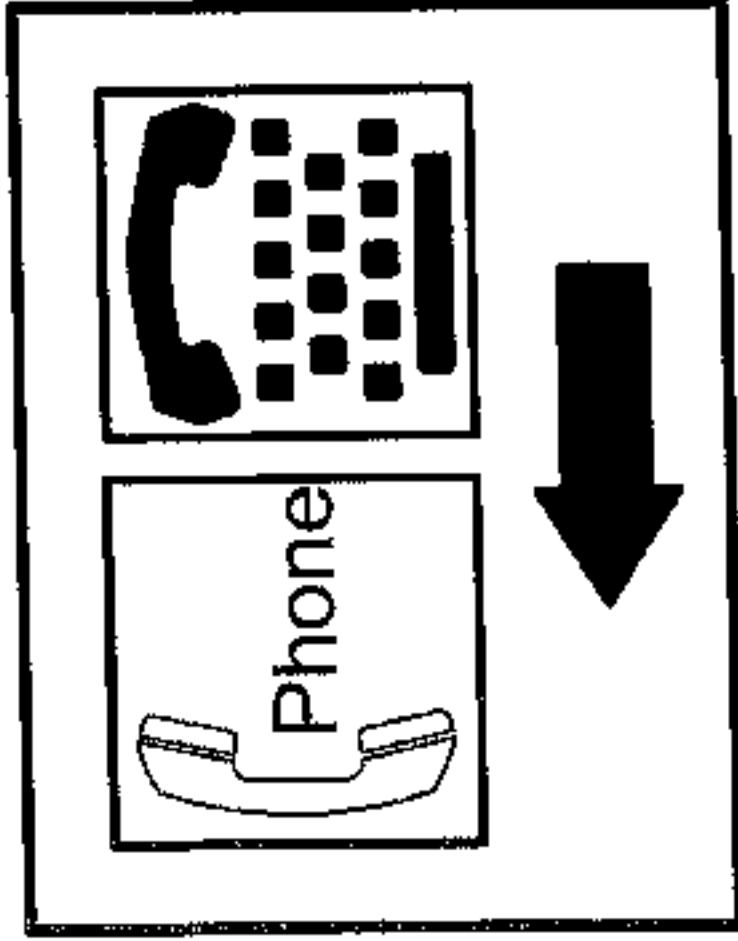
<p>3.43 Is the door self-closing? [504.8.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add closer • Replace door
<p>3.44 Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping, pinching or twisting of the wrist? [504.8.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards</p> <ul style="list-style-type: none"> • Replace hardware
<p>3.45 Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [303.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace lock
<p>3.46 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Relocate hardware

<p>3.47 Is the compartment at least 60 inches wide? [504.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #</p> <p>Widen compartment</p>
<p>3.48 If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #</p> <p>Widen compartment</p>
<p>3.49 If the water closet is floor mounted, is the compartment at least 59 inches deep? [502.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #</p> <p>Alter compartment</p>
<p>3.50 If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #</p> <p>Reverse door swing Alter compartment</p>

ADA Checklist for Existing Facilities

Priority 4 – Additional Access

Based on the 2010 ADA Standards for Accessible Design



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

Amenities such as drinking fountains and public telephones should be accessible to people with disabilities.

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H13340160092-09A. However, the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 4 – Additional Access

Comments

Possible Solutions

Drinking Fountains

4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide x at least 48 inches long centered in front of it for a forward approach?*

[See 2010 ADA Standards for Accessibility Design – 602.2]

Yes No

Measurement:

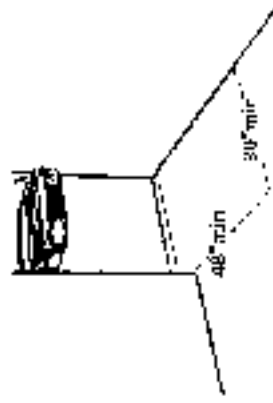


Photo #:

*If installed before 3/15/2012, a parallel approach is permitted and the clear floor space is not required to be centered

- Alter space
- Relocate drinking fountain
- Install a drinking fountain in another location

4.2 If there is a forward approach, is no less than 17 inches and no greater than 25 inches of the clear floor space extend under the drinking fountain? [306.2.2, 306.2.3]

Yes No

Measurement:

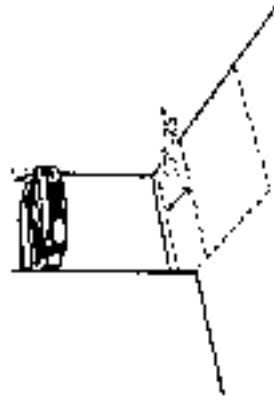
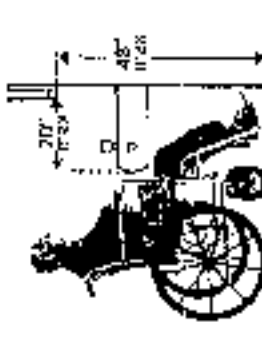
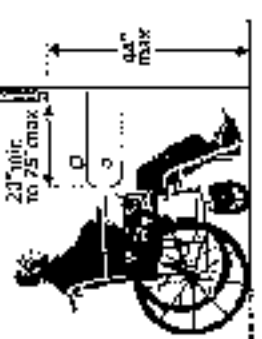


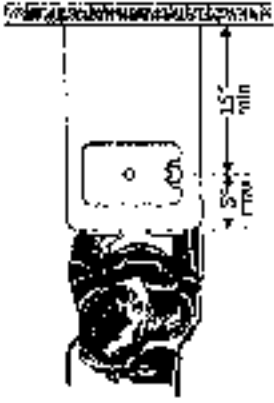
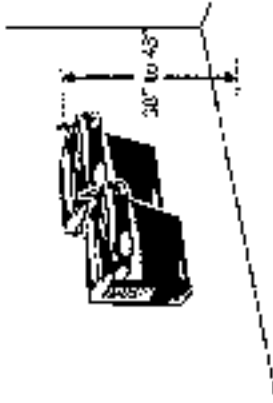
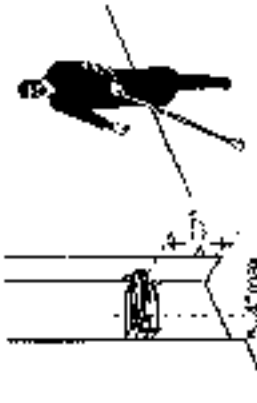

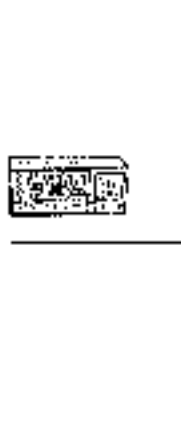
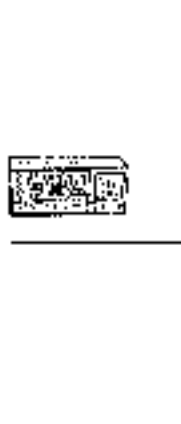
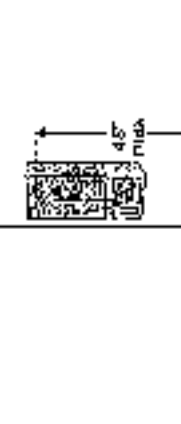
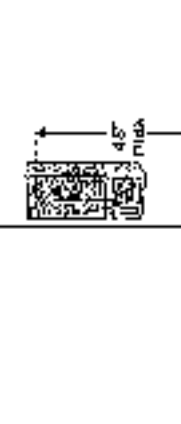
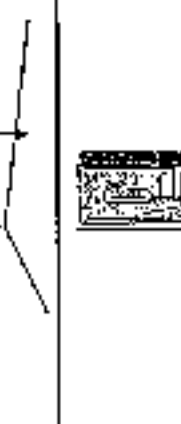
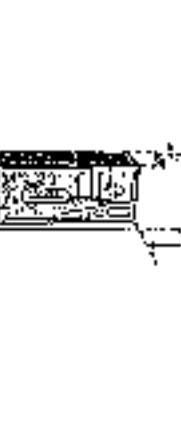
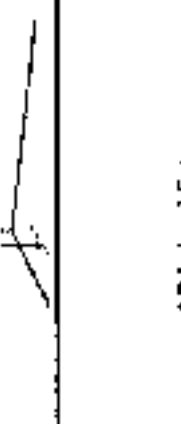





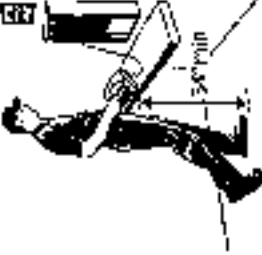
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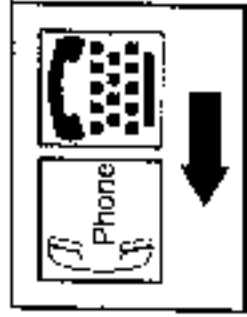


- Alter space
- Replace drinking fountain

<p>4.3 If the drinking fountain is no deeper than 20 inches, are the operable parts no higher than 48 inches above the floor? [508.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Adjust drinking fountain Replace drinking fountain
<p>4.4 If the drinking fountain is no less than 20 inches and no greater than 25 inches deep, are the operable parts no higher than 44 inches above the floor? [508.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Adjust drinking fountain Replace drinking fountain
<p>4.5 Can the control be operated with one hand and without tight grasping, pinching or twisting of the wrist? Is the force required to activate the control no more than 5 pounds? [305.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Change control Adjust control
<p>4.6 Is the spout outlet no higher than 36 inches above the floor? [502.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p> <ul style="list-style-type: none"> Adjust drinking fountain Replace drinking fountain

<p>4.7 Is the spout: At least 15 inches from the rear of the drinking fountain? No more than 5 inches from the front of the drinking fountain? [502.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Adjust spout Replace drinking fountain
<p>4.8 If there is more than one drinking fountain, is there at least one for standing persons? [211.7] Is the spout outlet no lower than 38 inches and no higher than 48 inches above the floor? [502.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Adjust drinking fountain Install new drinking fountain for standing height
<p>4.9 If the leading (bottom) edge of the fountain is higher than 27 inches above the floor, does the front of the fountain protrude no more than 4 inches into the circulation path? [307.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> Adjust drinking fountain Replace drinking fountain Add tactile warning such as permanent platter or partial walls

Public Telephones	<input type="checkbox"/> Yes <input type="checkbox"/> No			<ul style="list-style-type: none"> • Move telephone • Install new telephone for clear floor space
<p>4.10 Does at least one telephone have a clear floor space at least 30 inches wide x at least 48 inches long for a parallel or forward approach? [704.2.1]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No			<ul style="list-style-type: none"> • Adjust telephone
<p>4.11 Is the highest operable part of the telephone no higher than 48 inches above the floor? [704.2.2]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:			<ul style="list-style-type: none"> • Adjust telephone
<p>4.12 If the leading (bottom) edge of the telephone is higher than 27 inches above the floor, does the front of the telephone protrude no more than 4 inches into the circulation path? [307.2]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:			<ul style="list-style-type: none"> • Adjust telephone

<p>4.13 Does at least one telephone have a volume control? [704.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p style="text-align: right;">Photo #:</p>	<ul style="list-style-type: none"> • Install volume control • Replace telephone with one that has volume control
<p>4.14 Is the volume control identified by a pictogram of a telephone handset with radiating sound waves? [703.7.2.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p style="text-align: right;">Photo #:</p>	<ul style="list-style-type: none"> • Add pictogram
<p>4.15 Does at least one telephone have a TTY? [711.4.1]</p> <p>Note: TTY's are devices that employ interactive text-based communication through the transmission of coded signals across the telephone network. They are mainly used by people who are deaf and/or cannot speak.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	 <p style="text-align: right;">Photo #:</p>	<ul style="list-style-type: none"> • Install TTY
<p>4.16 Is the touch surface of the TTY keypad at least 34 inches above the floor? [704.4.1]</p> <p>Note: If a seat is provided, the TTY is not required to be 34 inches minimum above the floor.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>	 <p style="text-align: right;">Photo #:</p>	<ul style="list-style-type: none"> • Adjust height of TTY

<p>4.17 Is the TTY identified by the International Symbol of TTY? [703.7.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>photo #:</p>	<ul style="list-style-type: none"> • Add symbol 	
<p>4.18 Do signs that provide direction to public telephones also provide direction to the TTY? [216.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add signs 	
<p>4.19 Do telephones that do not have a TTY provide direction to the TTY? [215.9.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add signs 	
<p>Fire Alarm Systems</p> <p>4.20 If there are fire alarm systems, do they have both flashing lights and audible signals? [702.2]</p>		<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible and visual alarms