

# CITY OF ATLANTA



## Americans with Disabilities Act Transition Plan and

The Office of Enterprise  
Assets Management Self  
Assessment Learning Tool



# CITY OF ATLANTA

ADA Transition Plan and ADA Self Survey  
[www.atlantaga.gov](http://www.atlantaga.gov)

## Table of Contents

### Section I

Introduction.....	2
Purpose.....	3
Access to Programs, Services and Activities.....	3
ADA Accommodations and Grievance.....	4
Appeal to the City Law Department.....	5
Notice of Nondiscrimination.....	7
Declaration of Compliance with the Americans with Disabilities Act.....	8
ADA/ 504 Contractor Assurance of Compliance Form.....	9
ADA Discrimination Form.....	10
ADA Accommodation Request Form.....	11
Section II	
Self Accessibility Checklist.....	13

## INTRODUCTION

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Atlanta will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities.

**Employment:** The City does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U. S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

**Effective Communication:** The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the Office of Enterprise Assets Management, ADA Coordinator, Billy Warren, Jr. at 404-868587, e-Fax at 404-658-7787 or e-mail at [bmwarren@atlantaga.gov](mailto:bmwarren@atlantaga.gov), as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a City program, service, or activity is not accessible to persons with disabilities should be directed to ADA Coordinator.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**Modifications to the City's right-of-ways and public buildings:** The Transitional Plan also encompasses the City's rights-of-way and includes streets, roadways, sidewalks, signage, marking, signals and bridges. The Plan also includes all public buildings owned by the City. The City of Atlanta's facilities, programs, services, policies and procedures will continue to be surveyed on an on-going basis, and the ADA Transition Plan may be revised to account for changes to City activities. An accessibility inventory of sidewalks and curb ramps on streets and near City facilities will be completed, and an approach plan put in place to ensure that all public ramps to sidewalks are handicap accessible. This Plan will be posted to the City's web site for viewing by the general public.

## **PURPOSE**

The purpose of the Plan is to ensure that the residents of the City of Atlanta are provided full access to the City's programs, services and activities in as timely a fashion as is reasonably possible. The City's elected officials and staff believe the ability to accommodate disabled persons is essential to the quality of life for all City of Atlanta citizens, seeking to enjoy the City's public amenities and programs. This Plan has been prepared to carefully study the needs of all the City's programs, services and activities.

## **ACCESS TO PROGRAMS, SERVICES AND ACTIVITIES**

### **NONDISCRIMINATION**

No person shall, on the grounds of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any City program or activity.

### **INDIVIDUALS WITH DISABILITIES**

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the City, or be subjected to discrimination by the City. Nor shall the City exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association.

### **DEFINITION**

A "qualified individual with a disability" is 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 the City.

### **REASONABLE MODIFICATION**

The City shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

### **COMMUNICATIONS**

The City shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the City shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the City. In determining what type of auxiliary aid or service is necessary, the City shall give primary consideration to the requests of the individual with disabilities.

### **AUXILIARY AIDS AND SERVICES**

"Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments, (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for

making visually delivered materials available to individuals with visual impairments, (3) acquisition or modification of equipment or devices, and (4) other similar services and actions.

#### **LIMITS OF REQUIRED MODIFICATION**

The City is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or an undue financial and administrative burden. Prior to making a determination that a service, program, or activity cannot be altered for the aforementioned reasons, the City will consider all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany this decision.

#### **NOTICE**

The City shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the Americans with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the City. The information shall be made available in such manner as the City ADA Coordinator finds necessary to apprise such persons of the protections against discrimination assured them by the ADA.

#### **City ADA Coordinator**

The City ADA Coordinator shall coordinate the City's efforts to comply with and carry out its responsibilities under Title II of the ADA, including any investigation of any complaint communicated to the City alleging its noncompliance or alleging any actions that would be prohibited under the ADA. The City shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA.

For additional information or to receive this information in alternate format, please contact the City ADA Coordinator, Billy Warren, Jr., at (404)865-8587, eFax at (404)658-7787 and e-mail at [bmwarren@atlantaga.gov](mailto:bmwarren@atlantaga.gov).

## **ADA Accommodation and Grievance**

### **Requesting an ADA Accommodation or Barrier Removal**

Request for accommodations or barrier removals should be made to the ADA Coordinator, include the name, address and telephone number of the individual requesting the accommodation. (See Appendix 5 and 6- Request for Accommodation and Grievance Forms) The request should contain the location of the program, service, activity or facility where the accommodation is required and a description of why the accommodation is needed.

Within fifteen (15) calendar days of the written request, the ADA Coordinator will respond to the individual requesting the accommodation. If the response by the ADA Coordinator does not satisfactorily resolve the issue, the individual making the request may file a formal grievance. All requests for accommodations received by the ADA Coordinator will be kept by the City of Atlanta for at least three (3) years.

## **Filing an ADA Grievance**

The City of Atlanta has adopted a formal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Title II of the ADA and state disability rights. This procedure is available for any individual who wishes to file a complaint alleging discrimination on the basis of their disability in the provision of services, activities, facilities and programs by the City.

The availability and use of this grievance procedure via submission of a complaint form does not preclude filing a complaint of discrimination with any appropriate state or federal agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

## **The Written Complaint**

The complaint should contain as much information as possible about the alleged discrimination. The Complainant or his/her representative should file a complaint form with the ADA Coordinator no later than 60 days from the date of the alleged discrimination. The complaint should be in writing however, other arrangements for submitting a request, such as personal interviews, tape recordings and assistance completing the form is available upon request. (See Appendix \_\_\_\_\_ – Grievance Form)

The ADA Coordinator will notify the Complainant in writing of any additional information that is needed to complete the complaint. If the Complainant fails to complete the complaint form, the ADA Coordinator shall close the complaint without prejudice.

## **Consideration of Grievance**

The ADA Coordinator will oversee the investigation of the complaint. Within thirty (30) days of receipt of the complaint, the ADA Coordinator or his or her designee will respond to the complaint in writing or a reasonable alternative format if requested. The response will explain the position of the City with respect to the complaint and offer options for a reasonable solution.

## **Appeal to the City Law Department**

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant may appeal the decision, within fifteen (15) calendar days after receipt of the response, to the City Law Department or an appointed representative.

Within fifteen (15) calendar days after receipt of the appeal, the City Law Department, or an appointed representative, will meet with or contact the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the City Law Department, or an appointed representative, will respond in writing or in a format accessible to the complainant of final resolutions to the complaint.

All written complaints received by the ADA Coordinator, appeals to the City Law Department and responses from the ADA Coordinator and the City Law Department , will be kept by the City of Atlanta for at least three (3) years after final resolution.

### **Accommodation and Grievance Response**

In responding to request(s) for structural improvement brought through the ADA Accommodation and Grievance process, the ADA Coordinator is limited to the funds in established Capital Improvement Projects and other miscellaneous funds. In the event that these allocated funds are insufficient or already spent, subsequent improvements will be prioritized and scheduled in subsequent fiscal years.



## Appendix 1

# City of Atlanta Notice of Nondiscrimination

The City of Atlanta *is committed to providing* accessible facilities and/or programs for individuals with disabilities. In 2012, the City of Atlanta designated the Department of Enterprise and Assets Management as the ADA Coordinator. This department is responsible for ensuring that all programs, services and activities of the City of Atlanta are accessible to and usable by individuals with disabilities. For accommodations, grievances, or other disability-related issues, please contact the City's ADA Coordinator:

City of Atlanta  
ADA Coordinator  
Office of Enterprise and Assets Management  
68 Mitchell Street  
Atlanta, Georgia  
(404) 865-8587

## City Statement of Accessibility

The City shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the City can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. In the provision of auxiliary aids or services, including modifications in policies, practices, or procedures. The City of Atlanta will not place surcharges on individuals with disabilities to cover the costs involved in making programs accessible.



Appendix 2

## DECLARATION OF COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) requires that private organizations serving the public make their goods, services and facilities accessible to people with disabilities. Furthermore, the City of Atlanta requires that all of its Contractors comply with their ADA obligations and verify such compliance by signing this Declaration of Compliance.

The Contractor certifies that it will comply with the Americans with Disabilities Act by:

- a. Adopting policies, practices and procedures that ensure non-discrimination and equal access to Contractor's goods, services and facilities for people with disabilities;
- b. Providing goods, services and facilities to individuals with disabilities in an integrated setting, except when separate programs are required to ensure equal access;
- c. Making reasonable modifications in programs, activities and services when necessary to ensure equal access to individuals with disabilities, unless fundamental alteration in the nature of the Contractor's program would result;
- d. Removing architectural barriers in existing facilities or providing alternative means of delivering goods and services when removal of barriers is cost-prohibitive;
- e. Furnishing auxiliary aids to ensure equally effective communication with persons with disabilities; and
- f. If contractor provides transportation to the public, by providing equivalent accessible transportation to people with disabilities.

-----  
*The undersigned authorized representative hereby obligates the Contractor to the above stated conditions under penalty of perjury.*

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Title

Appendix 3

# City of Atlanta

## ADA/504 Contractor Assurance of Compliance Form

All individuals or organizations that contract with the City of Atlanta or otherwise receive funds for the purpose of constructing, altering, or adding to the City of Atlanta buildings or facilities, must complete, sign and return this form with your contract. If you have questions regarding this form, or if you require this material in an alternate format, please contact the City of Atlanta ADA Coordinator, Billy Warren Jr., at 404-865-8587 or e-mail at [bmwarren@atlantaga.gov](mailto:bmwarren@atlantaga.gov).

### ADA/504 General Information

Federal and state laws prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973, as amended (504), and the Americans with Disabilities Act of 1990 (ADA) require that the City of Atlanta and all organizations or firms contracting with the City of Atlanta, except those providing tangible goods, comply with ADA/504 accessibility requirements.

### Contractor Assurance of Compliance

As a contractor or funding recipient from the City of Atlanta, I understand that federal and state laws prohibit discrimination in public Entities and employment based solely on disability. In addition, I recognize that Section 504 requires recipients of federal funds (either directly or through contracting with a local governmental entity receiving federal funds) to make their programs, services, and activities, when viewed in their entirety, accessible to qualified and/or eligible people with disabilities. I agree to comply with, and to require that all subcontractors comply with, ADA/504 requirements. I understand that reasonable accommodation is required in both program services and employment, except where doing so would cause an undue hardship or undue burden. I also agree that all new construction, alterations, or additions to the City of Atlanta buildings or facilities, performed by my organization, or subcontractors, must comply with all City, state, and federal laws, including related building guidelines/codes, and specifically the Americans with Disabilities Accessibility Guidelines (ADAAG).

I agree that any violation of the specific provisions of the ADA or Section 504, which are applicable to my organization or work my organization is currently performing or has performed at the City of Atlanta buildings or facilities shall be deemed a material breach of my Contract between the City of Atlanta and my organization. Such a breach shall be grounds for cancellation, termination, or suspension, in whole or in part, of my organization's Contract with the City of Atlanta.

### Americans with Disabilities Accessibility Guidelines (ADAAG) Understanding

Pertinent individuals from my organization are knowledgeable of all scoping provisions and specifications as defined by the Americans with Disabilities Act Accessibility Guidelines have easy access to such information when necessary; and have attended the Annual ADAAG Training provided by the Department of Housing and Urban Development.

I declare that (company name) \_\_\_\_\_ is in compliance with the applicable provisions of the ADA and 504 and declare that the foregoing information is true and correct.

\_\_\_\_\_  
Signature of authorized signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name of authorized signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

## Appendix 4

# City of Atlanta

## Section 504 Title II ADA Accommodation Request Form

Accommodations: Pursuant to Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA, the City of Atlanta provides reasonable accommodations to individuals with disabilities in an effort to ensure that there are no barriers to City services, programs, or activities.

The types of accommodations that are available to you include, but are not limited to the following:

- Assistive Listening Devices
- Interpretive Services
- Large type documents, forms, or pamphlets
- Wheelchair [access]

You may request an accommodation (or someone else may request an accommodation on your behalf), by completing this form. Complete the form in its entirety and return it to the City within seven (7) business days.

All efforts will be made to provide the requested accommodation or one that reasonably responds to your needs.

With regard to removal of any barriers, said requests will be evaluated for the appropriate response.

If you need assistance in completing this form, contact Billy Warren, Jr., ADA Coordinator at (404)865-8587; eFax at (404) 658-7787 or email at [bmwarren@atlantaga.gov](mailto:bmwarren@atlantaga.gov) or on the City's web at [www.atlantaga.gov](http://www.atlantaga.gov).

### **Submit the Request for Reasonable Accommodation to:**

City of Atlanta  
ADA Coordinator  
68 Mitchell Street, SW  
Suite 1225  
Atlanta, Georgia 30303

Appendix 5

# Section 504 Title II ADA Accommodation Request Form

Title II of the ADA  
Section 504 of the Rehabilitation Act of 1973  
Request for Accommodation

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Email address, if any: \_\_\_\_\_

Telephone # \_\_\_\_\_

Identify if request is for *yourself or on behalf of another*; please check \_\_\_\_\_ self **or**, \_\_\_\_\_ on behalf of another; (If on behalf of another, provide your name and contact information here:

Name: \_\_\_\_\_

Telephone# \_\_\_\_\_

Email \_\_\_\_\_

Check if you are seeking an: \_\_\_\_\_ Accommodation and/or \_\_\_\_\_ Barrier Removal

**Answer the follow; please be specific as possible, e.g., adaptive equipment, reader, interpreter**

Date accommodation is needed: \_\_\_\_\_ Time needed: \_\_\_\_\_ (indicate am or pm)

**Identify** the accommodation you will need and at what location: *(If accommodation is time sensitive, please explain)*

**If you are** requesting barrier removal, please identify the barrier you seek to have removed and its location:

**Reason for request:** a brief statement as to why you need the accommodation or barrier removal:

Attach additional information or documentation as needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Grievance: Complaint Form

### I. COMPLAINANT INFORMATION

Name of Complainant: \_\_\_\_\_  
Last MI First

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Preferred Method(s) of Communication: (Check all that apply)

Voice Telephone     TTY     CRS     E-mail     US MAIL     Other: \_\_\_\_\_

II. **DESCRIBE YOUR COMPLAINT OF DISCRIMINATION BASED UPON DISABILITY.** Be specific and give date(s), time(s) and location(s). Use the reverse side of this sheet or attached pages, if needed.

III. **PERSONS NAMED IN YOUR COMPLAINT.** List the names of (or describe) all persons involved in your complaint. Indicate the job title and City Agency, department or division of City employees, if possible.

IV. **WITNESSES TO YOUR COMPLAINT.** List the names of (or describe) all persons involved in your complaint. Indicate the job title and City Agency, department or division of City employees, if possible.

V. **EVIDENCE AND DOCUMENTATION.** List and provide any physical evidence, written or recorded documents, or any other information that directly supports your specific claim of discrimination.

VI. **CASE REMEDY AND/OR RESOLUTION.** What remedies or resolutions are you seeking?

---

**CERTIFICATION:** I hereby certify that the information and statements provided above are true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If person needing accommodation is not the individual completing this form, please provide Representative's:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For more information or assistance in completing the form, please contact the ADA Coordinator via (404) 865-8587, or email address: [bmwarren@atlantaga.gov](mailto:bmwarren@atlantaga.gov).

## SECTION II

### Self Accessibility Checklist

Americans with Disabilities Act  
Title II – State and Local Governments  
Accessibility Checklists for Existing Facilities and  
Effective Communication

These Checklists are designed to be a convenient source for identifying architectural and communication barriers encountered by people with disabilities in public facilities. These Checklists may also assist in planning for removal of an entire facilities or specific areas and components. More definitive information may be obtained from: your state; building code; the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG); and International Building Code.

The Accessibility Checklist is to be used as a guide to increase awareness of architectural and communication barriers which prevent full access to buildings and facilities by people with disabilities. **This checklist is NOT a substitute for federal accessibility guidelines and /or the appropriate state and local building codes.**

## SECTION II

### Self Accessibility Checklist

Americans with Disabilities Act  
Title II – State and Local Governments  
Accessibility Checklists for Existing Facilities and  
Effective Communication

These Checklists are designed to be a convenient source for identifying architectural and communication barriers encountered by people with disabilities in public facilities. These Checklists may also assist in planning for removal of an entire facilities or specific areas and components. More definitive information may be obtained from: your state; building code; the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG); and International Building Code.

The Accessibility Checklist is to be used as a guide to increase awareness of architectural and communication barriers which prevent full access to buildings and facilities by people with disabilities. **This checklist is NOT a substitute for federal accessibility guidelines and /or the appropriate state and local building codes.**



# SIGNAGE

---

## 1. Mounting Location and Height

Is adequate signage placed in standardized, appropriate locations throughout the building or facility?  
(Signs can be used to designate permanent rooms or spaces, or provide direction and information)

- Yes
- No



International Symbol of Accessibility

Does the signage which designates permanent rooms or spaces use raised letters and numerals which are also accompanied by Braille characters?

- Yes
- No

Is the signage which designates permanent rooms or spaces mounted at a height of 60 inches from floor surface to the centerline of sign?

- Yes
- No
- N/A

---

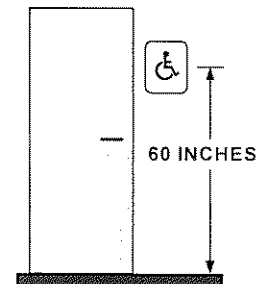
## 2. Interior Signage Adjacent to Doors

Is interior signage located on the walls adjacent to the latch side of the doors?

- Yes
- No

Is door signage mounted 60 inches above the floor surface to the centerline of the sign?

- Yes
- No



---

## 3. Exterior Signage

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

- Yes
- No



# SECTION I: PARKING

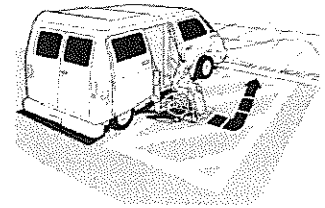
## 1. Facility Parking

Does the facility have parking spaces designated for individuals with disabilities?

- Yes
- No

Are accessible parking spaces designated with the International Symbol of Accessibility?

- Yes
- No



## 2. Entrance to Parking Lot

Are the International Symbols of Accessibility used to designate the reserved parking spaces clearly visible at the entrance to the parking area?

- Yes
- No



## 3. Number of Accessible Spaces

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

- Yes
- No

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

**Note:** One on every 8 parking spaces, but not less than one, shall be designated "van accessible". See 6 and 7 on next page.

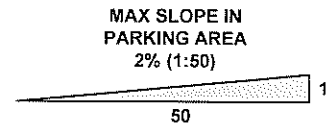
## 4. Space Location

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

- Yes
- No

Are the parking spaces located on level terrain with surface slopes that do not exceed 2% in all directions? (2% slope = 2 feet change in vertical elevation over a 100 foot horizontal distance)

- Yes
- No



# SECTION I: PARKING

## 5. Parking Identification and Dimensions of Spaces

Is there a sign showing the international symbol of accessibility located above grade and visible when a vehicle is parked in the designated space?

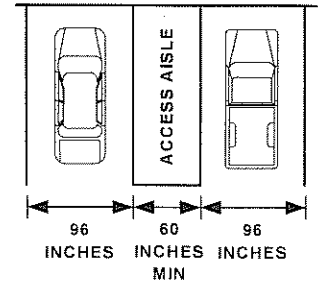
- Yes
- No

Are parking spaces a minimum of 96 inches (8 feet) wide?

- Yes
- No

Is there an access aisle adjacent to the parking space having a minimum width of 60 inches (5 feet)?

- Yes
- No



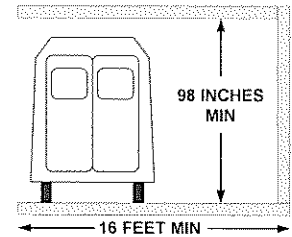
Do accessible parking spaces not located adjacent to the accessible entrances have signage that indicates the direction to these entrances?

- Yes
- No

## 6. Van Accessible Parking Space

Do accessible parking spaces for vans have adequate vertical and horizontal clearance? (Minimum 98 inches high and minimum 16 feet wide to accommodate both parking space and access aisle)

- Yes
- No



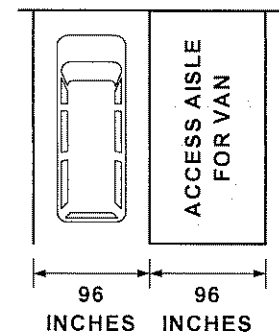
## 7. Van Accessible Parking Space

Is there at least one parking space designated "Van Accessible" with signage and does this space have a minimum 96 inch (8 foot) wide access aisle?

- Yes
- No

Is there at least one van accessible space for every eight accessible parking spaces?

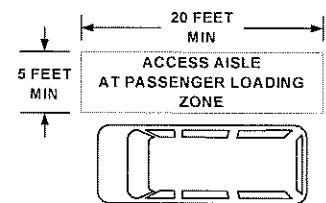
- Yes
- No



## 8. Passenger Loading Zone

Does the passenger loading zone have an unobstructed access aisle at least 60 inches (5 feet) wide and 20 feet long adjacent and parallel to the vehicle pull-up space?

- Yes
- No



## SECTION I: PARKING

---

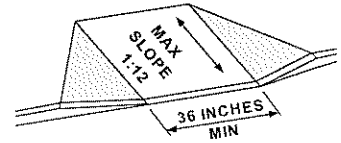
### 9. Curb Ramp Placement

Are curb ramps provided wherever an accessible route crosses a curb?

- Yes
- No

Do curb ramps have a maximum slope of 1:12 and minimum width of 36 inches?

- Yes
- No



If the curb ramp crosses a pedestrian route and is not protected by handrails or guardrails, does it have flared sides with a maximum slope of 1:10?

- Yes
- No

---

### 10. Medical Facilities

For facilities providing medical care or similar services for persons with mobility impairments:

Are 10% of the total spaces reserved for persons with disabilities at outpatient facilities?

- Yes
- No

Are 20% of the total spaces reserved for persons with disabilities at facilities specializing in treatment of persons with mobility impairments?

- Yes
- No

---

### 11. Valet Parking

If valet parking is available, is the passenger loading/unloading zone on an accessible route and does it comply with Section I, Part 8 above?

- Yes
- No

## SECTION II: WALKS, CURBS AND RAMPS

### 1. Ground and Floor Surfaces

Are ground, walk and floor surfaces along accessible routes stable, firm and slip-resistant under all weather conditions?

- Yes
- No

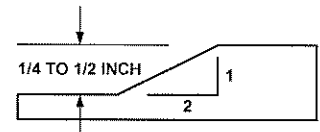
### 2. Changes in Surface Level

Are all ground and floor surfaces free of abrupt changes in surface level that do not exceed 1/4 inch in height?

- Yes
- No

Where vertical elevation changes are between 1/4 and 1/2 inches in height, is the level change beveled with a slope no greater than 1:2?

- Yes
- No



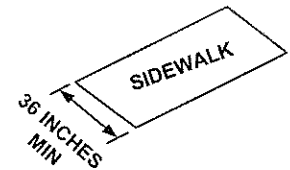
Are ramps provided for vertical elevation changes greater than 1/2 inch in height?

- Yes
- No

### 3. Sidewalk Widths

Do ramps have a minimum clear width of 36 inches with an occasional space of 60 x 60 inches located at reasonable intervals not exceeding 200 feet which is used for turning and passing?

- Yes
- No

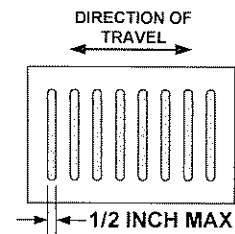


### 4. Gratings

Are gratings located on walking surfaces designed so that openings do not exceed 1/2 inch in one direction?

Note: If gratings have elongated openings, the openings must be placed so that the long dimension is perpendicular to the direction of travel.

- Yes
- No

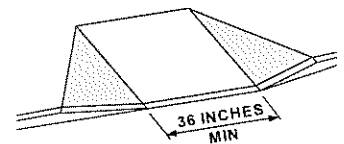


### 5. Width of Curb Ramps

Are curb ramps a minimum of 36 inches wide, exclusive of flared sides?

Note: Curb ramps shall not extend into traffic lanes.

- Yes
- No

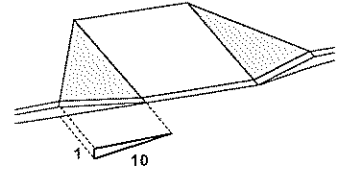


## SECTION II: WALKS, CURBS AND RAMPS

### 6. Sides of Curb Ramps

If curb ramps cross the walking path of pedestrians, do the curb ramps have flared sides with maximum slope of 1:10 (one inch vertical rise to every 10 inches of horizontal distance)?

- Yes  
 No

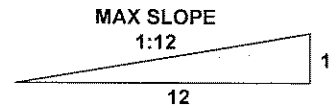


### 7. Ramp Slope

Is the maximum slope of all ramps 1:12 (1 inch of vertical rise to every 12 inches of horizontal distance)?

Note: Any part of an accessible route having a slope exceeding 1:20 is considered a ramp and must comply with the requirements stated in Part 7, 8, 9, 10 and 11 of this Section.

- Yes  
 No



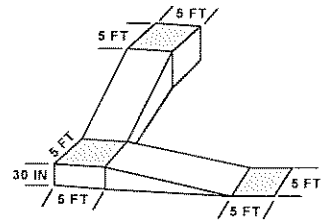
### 8. Landings

Do ramps and curb ramps have a 60 inch (5 feet) long level landing at the top and bottom?

- Yes  
 No

Do ramps have a 60 x 60 inch level landing at locations where ramps change direction (switchback) or at intervals of 30 inch vertical rise?

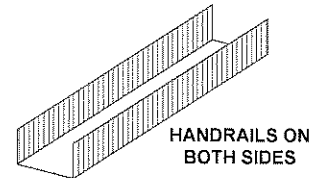
- Yes  
 No



### 9. Ramp Handrails

Do ramps with a vertical elevation change (rise) greater than 6 inches or horizontal run greater than 72 inches have handrails on both sides?

- Yes  
 No



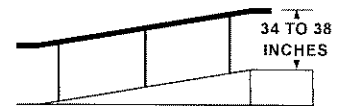
### 10. Handrail Location

Is the top surface of all handrails mounted between 34 inches and 38 inches above ramp surface?

- Yes  
 No

If wall mounted, is the clear space between the handrail and the wall exactly 1-1/2 inches? (See figure in Section III, Part 14)

- Yes  
 No



Is the diameter of the handrail 1-1/4 inches to 1-1/2 inches or does the shape provide an equivalent gripping surface?

- Yes  
 No

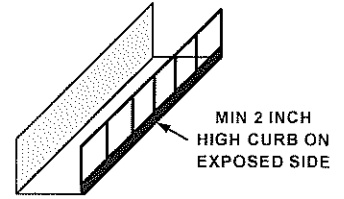
## SECTION II: WALKS, CURBS AND RAMPS

---

### 11. Protective Edges on Ramps

Do ramps and landings with drop-offs have edge protection which is a minimum of two inches high on all exposed sides of the ramp or landing?

- Yes
- No

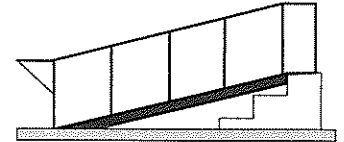


---

### 12. Temporary Ramps

Do temporary ramps meet standard ramp requirements? (See items 7, 8, 9, 10 and 11 in this Section of the Checklist)

- Yes
- No



Are temporary ramps securely anchored?

- Yes
- No

---

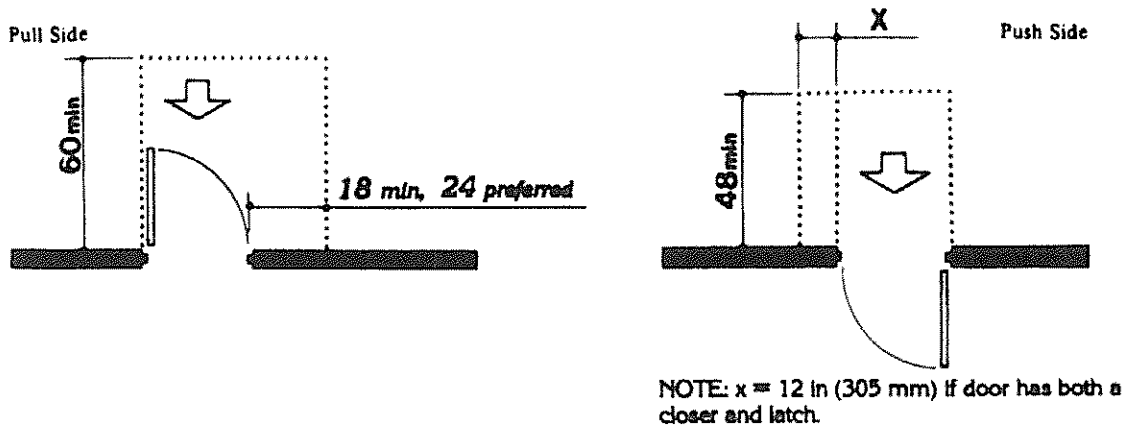
### 13. Ramps at Door Entrances

Do ramps at door entrances have adequate maneuvering clearances for a person using a wheelchair? (Refer to the diagrams provided on next page)

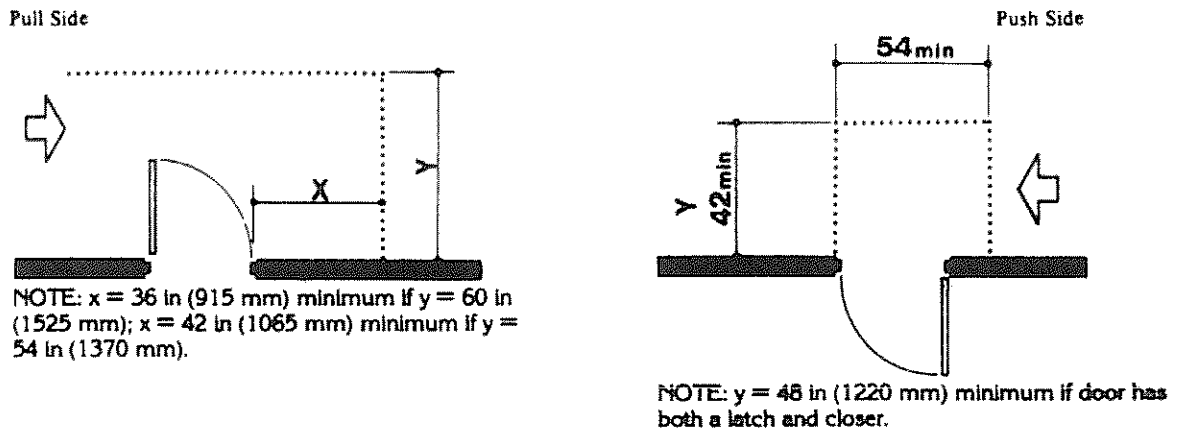
- Yes
- No

**Refer to diagrams  
on next page**

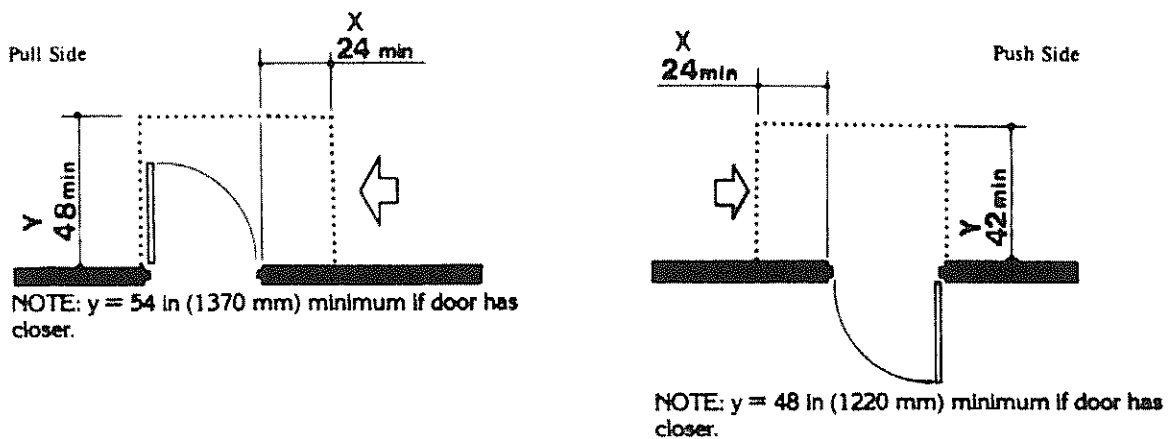
**MANEUVERING CLEARANCES AT DOORS**  
(Taken from ADAAG 1991—Figure 25)



(a)  
**Front Approaches — Swinging Doors**



(b)  
**Hinge Side Approaches — Swinging Doors**



(c)  
**Latch Side Approaches — Swinging Doors**

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



# SECTION III: ENTRANCES, CORRIDORS AND STAIRS

## 1. Marked Route

Is there at least one accessible route from the accessible parking areas or passenger loading zones to the accessible building entrance having a minimum clear width of 36 inches?

- Yes
- No



If the entrance is not visible from the parking or loading areas, are the accessible routes to the entrance clearly marked with appropriate signage?

- Yes
- No

## 2. Signage at Entrances

Is the International Symbol of Accessibility displayed at all accessible entrances? This is not required but helpful.

- Yes
- No



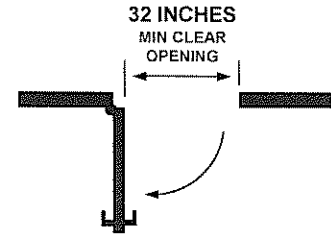
Are the primary entrances unlocked, or is provision made for a signaling device if that entrance must be locked during certain hours for security purposes?

- Yes
- No

## 3. Doorway Width

Does the primary accessible entrance have a minimum clear opening (free of protrusions and obstructions) of 32 inches?

- Yes
- No



Do the push and pull side of doors have minimum maneuvering clearances conforming with the figure referred to in Section II, Part 13? (Exception: Automatic or power assisted doors)

- Yes
- No

See diagrams referred to in Section II, Part 13

Is there a minimum of 60 x 60 inches of level space centered on the front of the accessible entrance?

- Yes
- No

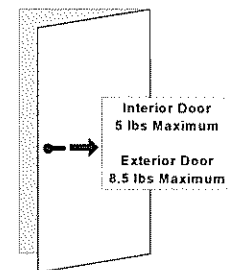
## 4. Door Opening Force

For doors at accessible, exterior entrances the opening force is not specified in ADAAG. Please refer to your state building code.

- Yes
- No

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

- Yes
- No



## SECTION III: ENTRANCES, CORRIDORS AND STAIRS

### 5. Doormats

Are doormats stationary, flat, or recessed and less than 1/2 inch thick?

- Yes  
 No



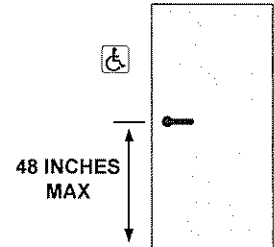
### 6. Door Hardware

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

- Yes  
 No

Is hardware required for accessible door passage mounted no higher than 48 inches from the finished floor surface?

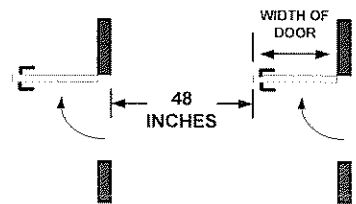
- Yes  
 No



### 7. Doors in Series

Does approximately 48 inches, plus the width of in-swinging door(s), exist between two doors in a series to allow backing and turning space for a wheelchair or other mobility aid to clear the in-swinging door?

- Yes  
 No



### 8. Automatic and Power Assisted Doors

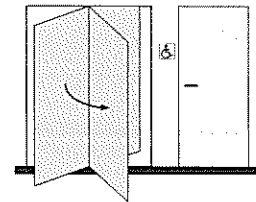
Do automatic and power assisted doors operate in a manner and direction which do not present a hazard?

- Yes  
 No

### 9. Revolving Doors and Turnstiles

Is there an accessible door adjacent to all revolving doors and turnstiles?

- Yes  
 No



### 10. Threshold

Are thresholds at exterior doors flush with the floor surface?

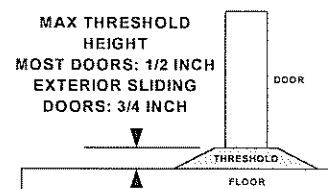
- Yes  
 No

If thresholds are higher than 1/2 inch, are they beveled on both sides to a slope of 1:2?

- Yes  
 No

If thresholds on exterior sliding doors exceed 3/4 inches in height, are they beveled on both sides at a slope of 1:2?

- Yes  
 No

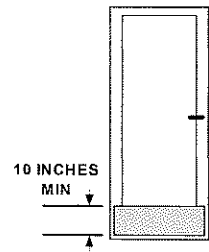


## SECTION III: ENTRANCES, CORRIDORS AND STAIRS

### 11. Framed Glass Doors

If framed glass swinging doors are on accessible routes, is there a kick plate at least 10 inches high mounted on the bottom of the push side of the door? This feature is not required by ADAAG. This is a safety feature for people using wheelchairs to prevent their footrest from striking the glass.

- Yes
- No

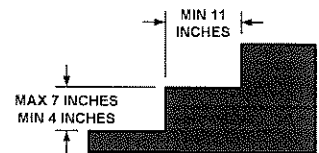


### 12. Stair Risers, Treads and Nosings

For all stairs and steps:

Are risers closed and have uniform height?  
(Riser height: maximum 7 inches, minimum 4 inches).

- Yes
- No

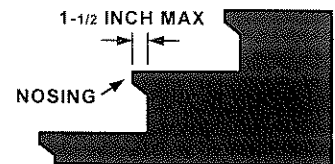


Do treads have a uniform depth of 11 inches or more?

- Yes
- No

Do nosings project no more than 1-1/2 inches and are the undersides free of abrupt, sharp angles?

- Yes
- No



Do stair treads have non-slip surfaces?

- Yes
- No

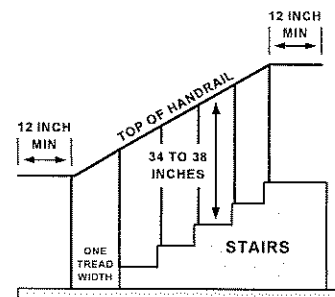
### 13. Location of Handrails

Do handrails on sides of all stairs extend at least 12 inches beyond the top riser and 12 inches plus the width of one tread beyond the bottom tread?

- Yes
- No

Is the top of the handrail mounted 34 to 38 inches above the tread?

- Yes
- No



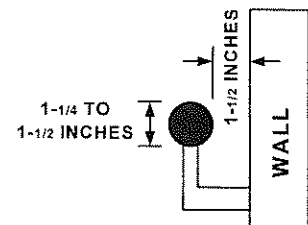
### 14. Handrail Dimensions

Are handrails 1-1/4 to 1-1/2 inches in diameter and easy to grasp?

- Yes
- No

Is there a clear space of exactly 1-1/2 inches between the handrail and the wall?

- Yes
- No

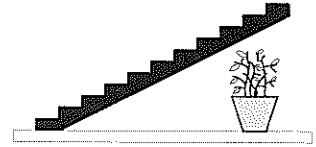


## SECTION III: ENTRANCES, CORRIDORS AND STAIRS

### 15. Suspended Stairs

Are all suspended (open) stairs provided with sufficient warning devices, for example, railings, planters, etc., to alert people who are visually impaired? This situation could constitute an overhead hazard.

- Yes
- No

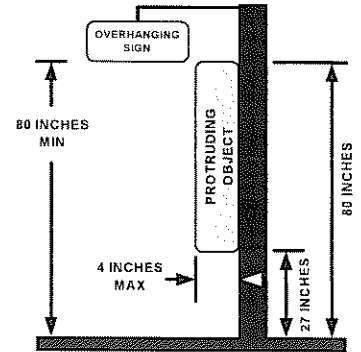


### 16. Protruding Objects

Do protruding and hanging objects (such as telephones, water fountains, signs, etc.) with their leading edge 27 inches to 80 inches above the floor, protrude no more than 4 inches into the path of travel?

- Yes
- No
- Yes
- No

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

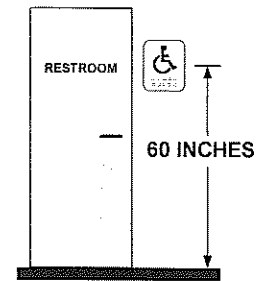


# SECTION IV: PUBLIC RESTROOMS

## 1. Restroom Identification

Is there an accessible restroom for each gender clearly marked with an International Symbol of Accessibility mounted 60 inches above the finish floor to the centerline of the sign?

- Yes
- No



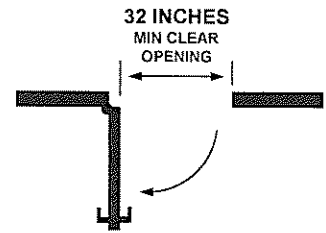
Is the restroom identified with a sign having raised characters and Braille mounted on the latch side of the door no higher than 60 inches above the finished floor?

- Yes
- No

## 2. Restroom Entrance

Do restroom entrances have a clear opening (free of protrusions and obstructions) of 32 inches and maneuvering clearance adjacent to the push and pull side of doors conforming to Section II, Part 13?

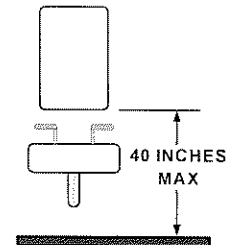
- Yes
- No



## 3. Restroom Mirror

Is the mirror mounted 40 inches from the floor to the bottom edge of the reflective surface?

- Yes
- No



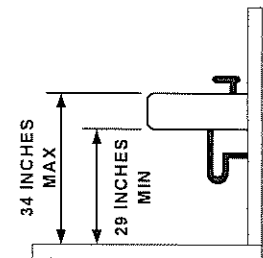
## 4. Lavatory Heights

Is the lavatory mounted so that the counter (rim) surface is no higher than 34 inches from the floor surface?

- Yes
- No

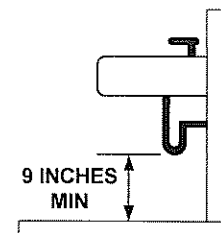
Is there a clearance space of at least 29 inches provided from the bottom of apron to the floor?

- Yes
- No



Is the drain pipe mounted so that there is at least 9 inches of clearance from the floor surface?

- Yes
- No

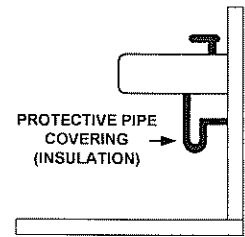


## SECTION IV: PUBLIC RESTROOMS

### 5. Protective Pipe Covering

Is insulation or other protective covering used on hot water and drain pipes under the lavatory to prevent contact?

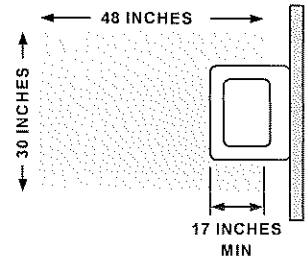
- Yes  
 No



### 6. Lavatory Space

Is there clear floor space (30 x 48 inches) provided in front of the lavatory which includes an extension of this space under the lavatory of 17 inches minimum (19 inches maximum) to allow for forward approach?

- Yes  
 No

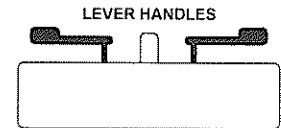


### 7. Faucet Controls

At accessible lavatories, are faucets controlled by a hand lever, push button, or electronic control which is easily operated by one hand, not requiring tight grasping, pinching, or twisting and requiring a maximum of 5 pounds of force or less for operation?

Note: Self-closing valves should stay open for a minimum of 10 seconds.

- Yes  
 No

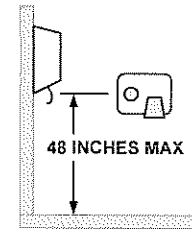


### 8. Dispensers in Restroom

Are restroom dispensers and accessories mounted so that there is no more than 48 inches to the highest control or operable part?

Note: Dispensers which can be reached from a parallel (side) approach may be mounted so that there is no more than 54 inches to the highest operable control or part of the dispenser.

- Yes  
 No



### 9. Stall Door

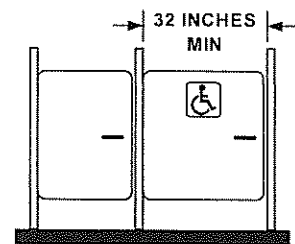
Is at least one restroom stall available having a clear opening (free of protrusions and obstructions) of 32 inches?

Does stall door swing outward?

Note: For end-of-row wheelchair accessible toilet stalls, the door may swing inward as long as sufficient maneuvering space is provided inside the stall. See ADAAG Fig 30(a-1).

- Yes  
 No

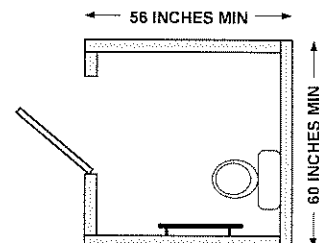
- Yes  
 No



### 10. Standard Toilet Stall Size

Does the standard, accessible stall provide a minimum depth of 56 inches and a width of 60 inches for wall mounted water closets? Note: Add 3 inches to the depth if the water closet is floor mounted.

- Yes  
 No



## SECTION IV: PUBLIC RESTROOMS

### 11. Alternate Stall Size

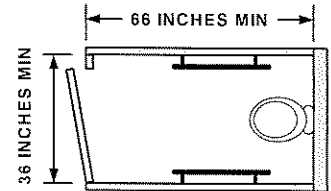
Where a standard, accessible stall is technically infeasible, an alternate stall shall be provided. If the stall has a wall-mounted water closet, does it have a minimum depth of 66 inches?

Note: Add three inches to the stall depth if the water closet is floor mounted.

- Yes  
 No

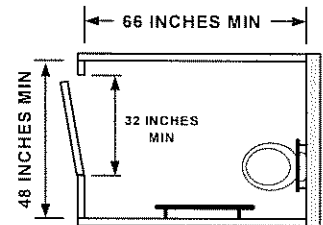
For alternate stalls allowing a forward approach to the water closet, is there a minimum width of 36 inches and grab bars mounted on both sides of the stall?

- Yes  
 No



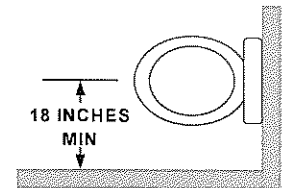
For alternate stalls allowing a side approach to the water closet, is there a minimum width of 48 inches and grab bars mounted to the side and rear of the water closet?

- Yes  
 No



Is the center of the water closet a minimum of 18 inches from the near side wall or partition?

- Yes  
 No



If there are six or more stalls, is one additional stall provided which is 36 inches wide with out-swinging door, grab bars on both sides, and is the seat of the water closet 17 to 19 inches from the floor?

- Yes  
 No

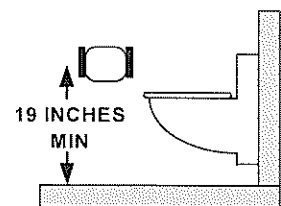
### 12. Dispensers in Commode Stall

Are toilet paper and seat cover dispensers located within easy reach of a person using the water closet?

- Yes  
 No

Do toilet paper dispensers permit delivery of a continuous flow of paper and are they installed within reach at a minimum height of 19 inches above the floor?

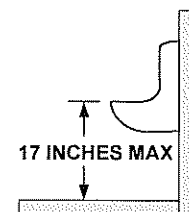
- Yes  
 No



### 13. Urinals

Does the men's restroom have at least one stall-type or wall-hung urinal with an elongated rim which is mounted at a maximum of 17 inches above the floor?

- Yes  
 No

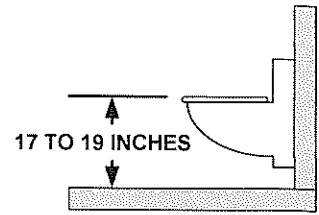


## SECTION IV: PUBLIC RESTROOMS

### 14. Water Closet Seat

Is the top of the water closet seat 17 to 19 inches from the floor surface?

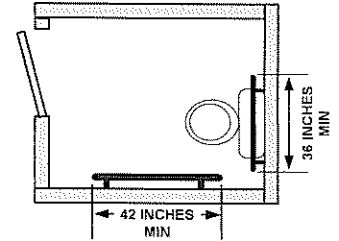
- Yes  
 No



### 15. Grab Bars

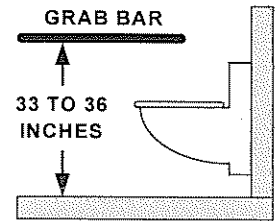
When a side transfer in a stall is required, are two grab bars (a 42 inch long bar to the side and a 36 inch long bar to the back) mounted at 33 to 36 inches from the floor surface provided?

- Yes  
 No



For alternate stalls (see item 11 above) are there two grab bars 42 inches in length located on both sides of the stall and mounted 33 to 36 inches from floor surface?

- Yes  
 No



Is the diameter of each grab bar 1-1/4 to 1-1/2 inches, is the space between the wall and each grab bar 1-1/2 inches, and will each grab bar support 250 lbs?

- Yes  
 No

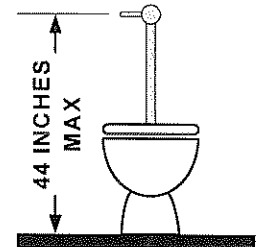
### 16. Flush Controls

Are the flush controls mounted no higher than 44 inches above the floor surface on the wide side of the toilet area?

- Yes  
 No

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

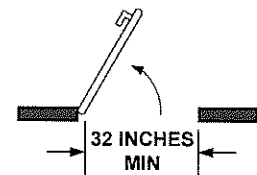
- Yes  
 No



### 17. Clear Width for Toilet Room Doors and Floor Space

Do all doors provide a minimum clear width of 32 inches?

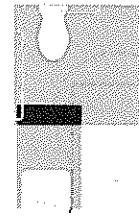
- Yes  
 No



ADAAG does not specify toilet room dimensions. However, adequate clear floor space is required for approach and use at fixtures and adequate turning space must be provided. See #6 - Lavatory Space and the clearances required adjacent to the water closet in #10—Standard Toilet Stall Size.

Is adequate space allowed for a wheelchair to make a 180 degree turn? [Minimum space of 60 inches diameter or a "T-shaped" space as shown in ADAAG Fig 3(b)]?

- Yes  
 No





## SECTION V: PUBLIC TELEPHONES AND WATER FOUNTAINS

### 1. Telephone Mounting

If public telephones are provided, is at least one accessible with phone dial and coin receiver no higher than 48 inches (for forward approach) or 54 inches (for parallel approach)?

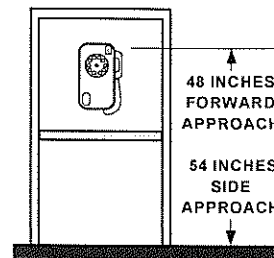
Does it have a cord at least 29 inches long?

Yes

No

Yes

No



### 2. Access

Do telephone enclosures have a minimum clear path width for forward approach of 30 inches?

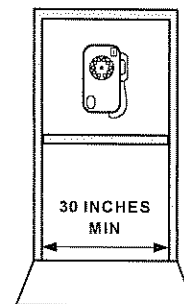
Is there a clear floor space of 30 x 48 inches provided at telephones?

Yes

No

Yes

No



### 3. Directory Access

Are phone directories usable at wheelchair level?

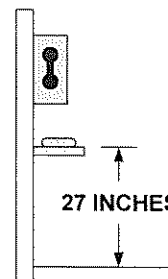
Are operation directions available in Braille and/or large print?

Yes

No

Yes

No

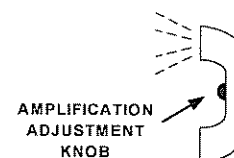


### 4. Auditory Amplification

Are telephones equipped with an amplifier (25% of total phones but never less than one must have amplification)?

Yes

No



### 5. Text Telephone

If there are four or more public telephones, is at least one a public text telephone (TT)?

Note: Text Telephones are also known as Telecommunication Devices for the Deaf (TDD) or Tele-Type Writers (TTY).

Are text telephones identified by the symbol shown at the right?

Yes

No

Yes

No



## SECTION V: PUBLIC TELEPHONES AND WATER FOUNTAINS

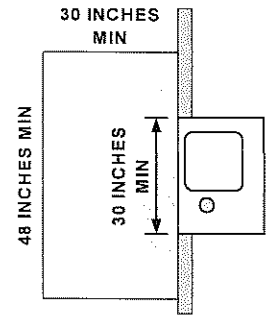
### 6. Access to Water Fountain

If free-standing or built-in water fountains do not have a clear, open space under them, is there clear floor space of 30 x 48 inches for parallel approach plus space for maneuvering?

- Yes
- No

Is the spout of the drinking fountain located in the front of the unit with a water flow trajectory 4 inches minimum in height that is parallel or nearly parallel to the front of the unit?

- Yes
- No



### 7. Height

Is there a water fountain available that is mounted to provide a minimum clearance of 27 inches and depth of 17 to 19 inches so that it can be approached and used by a person in a wheelchair?

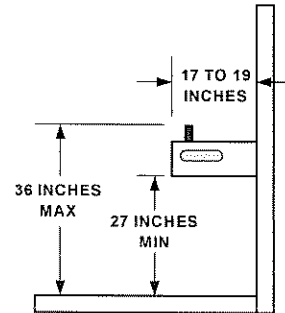
- Yes
- No

Is the width of the water fountain at least 30 inches? (See figure in Item 6 above)

- Yes
- No

Is the maximum height of the water spout 36, or less, inches?

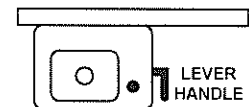
- Yes
- No



### 8. Hand Controls

Are the controls on the water fountain located on the front or on the side near the front, can the controls be operated with one hand, not requiring tight grasping, pinching, or twisting, and can the controls be operated with 5 pounds of force or less?

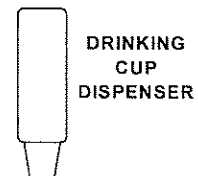
- Yes
- No



### 9. Existing Water Fountain

Are drinking cups provided when water fountain exceeds recommended height?

- Yes
- No



## SECTION VI: MEETING ROOMS

### 1. Accessible Rooms

Are accessible meeting rooms available?

- Yes  
 No

### 2. Location

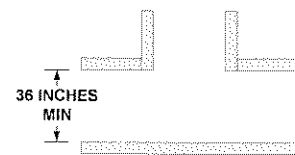
Are the accessible meeting rooms centrally located in the facility to prevent unnecessary long travel for people with mobility impairments?  
Note: This is not a requirement.

- Yes  
 No

### 3. Accessible Route

Do hallways and corridors have a clearance of 36 inches with an occasional space allowance for turning and passing at intervals not exceeding 200 feet?

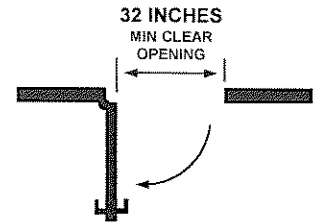
- Yes  
 No



### 4. Door Width

Do the doors to meeting rooms have a clear opening of 32 inches?

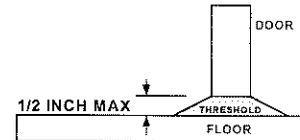
- Yes  
 No



### 5. Thresholds

Do thresholds of interior doors have a maximum edge height of 1/2 inch? (See Section III, Part 10)

- Yes  
 No



### 6. Amplifier and Sound System Equipment

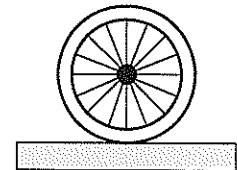
Is there amplifier and sound system equipment available with individual or lavalier microphones?  
Note: This is not a requirement but is often helpful.

- Yes  
 No

### 7. Floor

Is the meeting room floor non-slip, level, and negotiable by persons in wheelchairs and other mobility aids?

- Yes  
 No

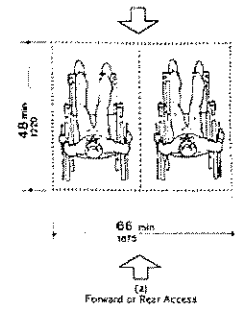


## SECTION VI: MEETING ROOMS

### 8. Seating for People using Wheelchairs

Is there adequate seating space for people using wheelchairs?  
(For forward or rear access, total space 48 inches deep by 66 inches wide or for side access, 60 inches deep by 60 inches wide.)

- Yes
- No



Are the spaces for people using wheelchairs dispersed throughout the room within easy viewing (line of sight) of the stage?

- Yes
- No

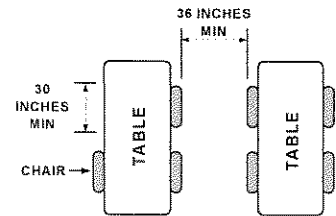
Are the spaces for people using wheelchairs or other mobility aids near accessible exits?

- Yes
- No

### 9. Table Placement

If tables are used in the meeting rooms, is there a 36 inch aisle clearance and a 30 inch wide space at the table for wheelchair access?

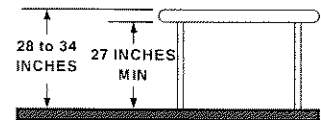
- Yes
- No



### 10. Table Height

Do tables have a clear opening for knee space of at least 27 inches in height, 30 inches in width, and 19 inches in depth?

- Yes
- No



Is the top surface of the table 28 to 34 inches from floor surface?

- Yes
- No

### 11. Listening System

If requested, are participants provided with interpreter services or a listening system and are they seated within 50 feet of the stage for viewing?

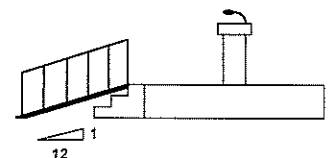
- Yes
- No



### 12. Temporary Ramp

Is a temporary ramp for the podium or head table available?  
Note: Maximum slope of ramp is 1 inch vertical rise in every 12 inches of horizontal distance.

- Yes
- No



## SECTION VI: MEETING ROOMS

---

### 13. Microphones

Are the microphones accessible and flexible?

- Yes
- No

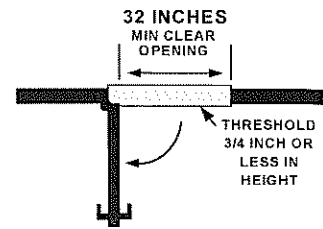


# SECTION VII: RESTAURANTS

## 1. Entrance

Do entrances to food service establishments have a door with a 32 inch clear opening, single effort door pull, and negotiable thresholds of 1/2 inch or less in height and beveled at a slope of 1:2?

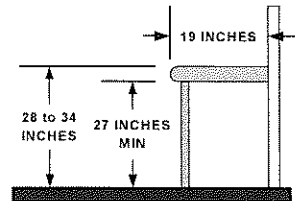
- Yes
- No



## 2. Tables

Are tables accessible? (A 30 inch width for individual seating, 27 inches minimum knee clearance, and minimum 19 inches depth under the table)

- Yes
- No



Are tables placed to provide a 36 inch wide aisle clearance?

- Yes
- No

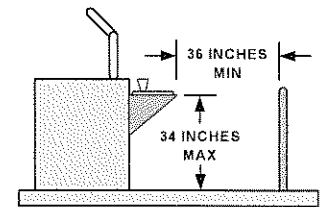
Is there 28-34 inches from the floor to the top of the table?

- Yes
- No

## 3. Cafeteria/Buffer Lines

Are cafeteria/buffet lines accessible—at least 36 inches clear opening with adequate turning space at corners?

- Yes
- No



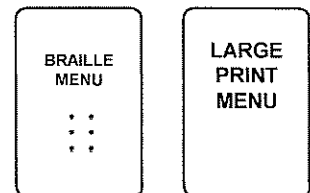
Are tray slides mounted at a maximum of 34 inches above the floor?

- Yes
- No

## 4. Menus

Does the restaurant provide menus in Braille and large print?

- Yes
- No



## 5. Special Needs

Is the restaurant staff able and willing to make reasonable accommodations for patrons such as minor menu changes, reading menus, and assistance with trays?

- Yes
- No



## SECTION VII: RESTAURANTS

---

### 6. Lounge

Is the lounge entrance, tables and aisles accessible?

- Yes
- No



---

### 7. Fixed Tables

Where fixed tables are provided, are at least 5 percent, but not less than one table, accessible?

Note: The required number of accessible fixed tables or counters shall be proportionally distributed between smoking and non-smoking areas.

- Yes
  - No
-

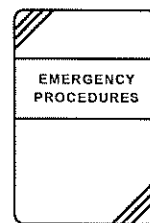
## SECTION VIII: HAZARDS AND EMERGENCY PROCEDURES

---

### 1. Staff Awareness

Has the staff received special instructions about the needs of persons with disabilities, particularly emergency procedures?

- Yes  
 No

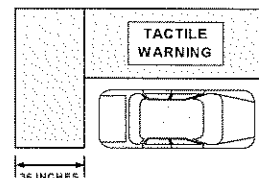


### 2. Hazardous Vehicular Area

Is the boundary between the pedestrian and vehicle area marked with some type of tactile warning if not separated by curbs, rails or similar element?

Note: Truncated domes having a diameter of 0.9 inches, height of 0.2 inches, center-to-center spacing of 2.35 inches, and of a color which contrasts with the walk surface may be used as a tactile warning.

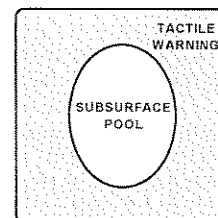
- Yes  
 No



### 3. Standard Warnings at Subsurface Pools

Are standardized textured surfaces for tactile warnings (i.e. rails, walls, curbs, or truncated domes) present at subsurface pools?

- Yes  
 No



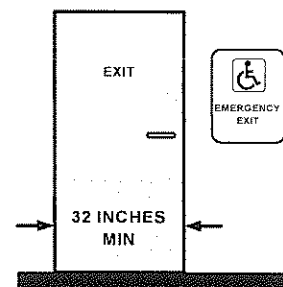
### 4. Emergency Exits

Are all emergency exit doors clearly marked, and do they have a minimum opening of 32 inches?

- Yes  
 No

Are exit doors equipped with tactile symbols to designate their location?

- Yes  
 No





## SECTION VIII: HAZARDS AND EMERGENCY PROCEDURES

---

### 5. Audible and Visual Alarm Signals

Are all audible alarms accompanied by visual alarms?

- Yes
- No

Do audible alarms produce a noise which exceeds the ambient noise level by at least 15 decibels?

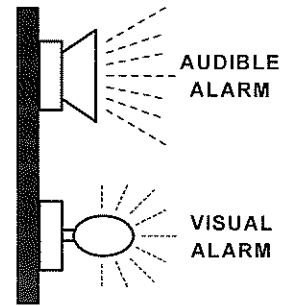
- Yes
- No

Are visual alarms xenon strobe type (or equivalent) with intensity of 75 candela and a flash rate of 1 per second minimum and 3 per second maximum?

- Yes
- No

Are visual alarms not more than 50 feet apart and mounted 80 inches above highest floor level or 6 inches below the ceiling, whichever is lower?

- Yes
- No



---

### 6. Area of Rescue

Except in fully sprinkled buildings, is there an area of rescue assistance that meets one of the following seven requirements specified in ADA Accessibility Guidelines and is it identified by a sign?

- Yes
- No

1. Portion of a stairway landing within a smoke-proof enclosure.
2. Portion of an exterior exit balcony located adjacent to an exit stairway.
3. Portion of a one-hour fire restrictive corridor located adjacent to an exit enclosure.
4. Fire-resistive vestibule located adjacent to an exit enclosure.
5. Portion of a stairway landing within an exit enclosure which is vented and separated from the interior of the building with fire-resistive doors (not less than one hour).
6. An area or room separated from portions of the building by a smoke barrier.
7. An elevator lobby with shafts that are pressurized once activated by smoke detectors.

# SECTION IX: ELEVATORS

## 1. Elevators

Does the facility have a passenger elevator?

- Yes
- No

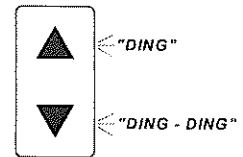
Does the elevator provide access to all levels of the facility?

- Yes
- No

## 2. Signal Identification

Are there both visual and audible signals used to identify direction of elevator travel (for example, for audible alarms, one sound for UP and two sounds for DOWN)?

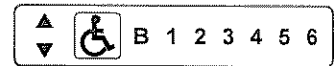
- Yes
- No



## 3. Accessible Routes

Are the accessible elevators on a normally used accessible route?

- Yes
- No



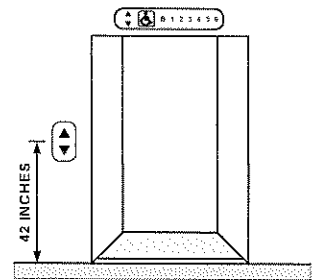
## 4. Call Buttons/Floor Buttons

Are call buttons in lobbies and halls mounted at 42 inches (on center) above the floor with no access obstructions?

- Yes
- No

Are there raised and Braille floor destinations on both elevator jamps 60 inches above the floor surface?

- Yes
- No

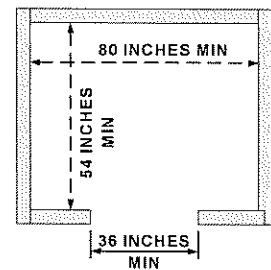


## 5. Elevator Car Dimensions

Does the elevator have minimum inside dimensions of 54 x 80 inches and a clear door opening of 36 inches?

Note: If the elevator door is not on center of the elevator entrance, the interior dimensions should be 54 x 68 inches.

- Yes
- No

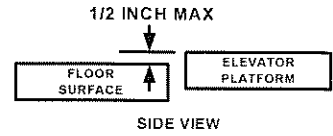


# SECTION IX: ELEVATORS

## 6. Leveling

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

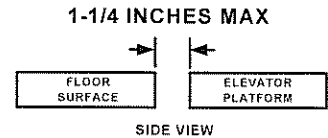
- Yes
- No



## 7. Space Between Elevator and Floor

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

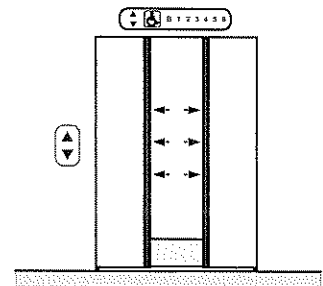
- Yes
- No



## 8. Floor Protective Re-Opening Device

Are the elevators equipped with a safety system that automatically opens the door when it becomes obstructed by an object or person?

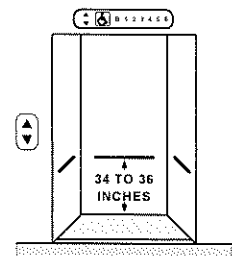
- Yes
- No



## 9. Handrails

Does the elevator interior have handrails mounted 34 to 36 inches above the floor and with a clear space of 1-1/2 inches between the rail and the wall?

- Yes
- No



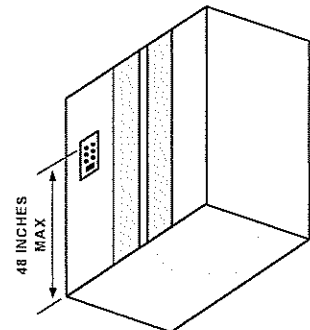
## 10. Controls, Call Buttons and Alarms

Are controls, call buttons, and alarm buttons at least 3/4 inch in diameter with Braille and raised lettering located to the left of each control or button?

- Yes
- No

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

- Yes
- No



## Title II Checklist - General Effective Communication

From: ADA Best Practices Tool Kit for State and Local Governments  
February 23, 2007  
<http://www.ada.gov/pcatoolkit/chap3chklist.htm>

**PURPOSE OF THIS CHECKLIST:** This checklist is designed for use as an assessment of a state or local government's provision of effective communication.

**MATERIALS AND INFORMATION NEEDED:** To assess compliance with the general effective communication requirements, you will need:

- ✓ a copy of any policies or procedures related to providing sign language interpreters, oral interpreters, cued speech interpreters, notetakers, computer-aided transcription services, etc., when requested by members of the general public. If different departments have different policies, you should review each of the policies.
- ✓ a list of printed materials provided to the public by the locality and an indication of whether these materials are provided, upon request, in an accessible format, such as in large print, Braille, or audio recording.
- ✓ a list of any videos or television programs produced by the locality and an indication of whether these videos or programs have captioning and audio descriptions.
- ✓ a list of where teletypewriters (TTYs) are provided by the locality.
- ✓ a copy of any training materials used in training government employees about providing effective communication to members of the general public whose disabilities affect communication.

---

### SECTION X. INTERPRETERS

---

1. Does each department of your state or local government have a policy and procedures in place to deal with requests from the general public for sign language, oral, and cued speech interpreters?
- Yes  
 No

---

2. If policies and procedures are in place, do they:

- a. Specify that sign language, oral, and cued speech interpreters can be obtained within a short period of time when necessary? (For example, when needed for hospital emergency rooms, interpreters should be available either in person or by using video relay systems within a reasonable period of time, 24 hours a day, 7 days a week – in this setting, reasonable usually means within an hour of a request. In non-emergency situations, a public entity can require reasonable advance notice for interpreter requests.)
- Yes  
 No
-

b. Make clear that it is generally inappropriate to request family members and companions of deaf persons to serve as sign language interpreters?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Specify that deaf persons requesting interpreters should not be charged for the cost of the interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Specify that the public entity's decision to deny an interpreter based on undue financial and administrative burden must be made after considering all resources available for use in funding the operation of the program and must be accompanied by a written statement of the reasons for reaching the conclusion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Specify that, in any instance where the provision of an interpreter would result in an undue financial and administrative burden, the entity will take any other action that would not result in an undue financial and administrative burden but would nevertheless ensure that the individual with a disability receives the benefits or services provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does your state or local government have employees on staff who are qualified interpreters or have arrangements with one or more vendors to provide interpreting services when needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have the employees who interact with the public been trained on the correct procedures to follow when a person requests an interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Review documentation and speak with agency personnel responsible for responding to requests for interpreter services. When requests for interpreters have been made in the past, were they granted:	
a. For events such as meetings, interviews, hearings, medical appointments, court proceedings, and training and counseling sessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Without the state or local government asking the individual who requested the interpreter charged to pay for the services?	<input type="checkbox"/> Yes <input type="checkbox"/> No

---

**SECTION XI. OTHER AUXILIARY AIDS AND SERVICES**

---

6. Does your state or local government have policies and procedures in place to deal with requests from the general public for documents in Braille, large print, audio recording, and accessible electronic format (that is, an email or compact disc containing the document in plain text, word processing format, HTML or some other format that can be accessed with screen reader software)?

Yes

No

---

7. Does your state or local government have policies and procedures in place to deal with requests from the general public for notetakers, computer-assisted real-time transcription services, and other auxiliary aids and services for providing effective communication?

Yes

No

---

8. Does your state or local government have the equipment or arrangements with vendors so it can provide written materials in alternative formats (e.g., Braille, large print, audio format, electronic format)?

Yes

No

---

9. Does your state or local government provide written materials in alternative formats when asked to do so? (For example, does your entity communicate with blind people by using Braille, large print, or email when asked to do so?)

Yes

No

---

10. Does your state or local government give primary consideration to the requests of the person with a disability when determining what type of auxiliary aid or service to provide?

Yes

No

---

11. Does your entity ensure that all videos and television programs it produces and all videos it makes available to the public on its internet website are available with captioning and audio description?

Yes

No

---

**SECTION XII. TTYs (Teletypewriters)**

---

12. Where telephones are available to the public for making outgoing calls, are TTYs available for people with hearing and speech disabilities?

Yes

No

---

13. Does your state or local government handle calls placed using a Telecommunications Relay Service or a Video Relay Service in the same way as other telephone calls?

Yes

No

---



**The Office of Enterprise Assets Management  
68 Mitchell Street, Suite 1225  
Atlanta, Georgia 30303**

**Tel: (404) 330-6225  
Fax: (404) 658-7787  
[www.atlantaga.gov](http://www.atlantaga.gov)**