Appendix B

Polling Place Accessibility Checklist

Polling Place Accessibility Checklist

Survey completed by: _____

Telephone: _____ Date: _____

County: _____ City:_____

Polling place name and/or precinct number: _____

Polling place address/location: _____

Type of Facility:

- ❑ Apartment
- ❑ Business
- ❑ Church
- ❑ Club/Lodge/Association
- ❑ Fire Station
- ❑ Garage
- ❑ Library
- ❑ Mobile Home Park Facility
- ❑ Private Residence
- ❑ School
- ❑ Senior Citizen Facility
- ❑ Historical Building
- ❑ Other non-public building (specify) _____
- ❑ Other public building (specify) _____

Describe the general terrain around the polling site area (flat, hilly, desert, etc.):

_____

Polling place determined to be:	_____ **Accessible***	_____ **Not Accessible**

* In some cases, a polling place, while determined not to be fully accessible following an on-site inspection, may still be made accessible to elderly voters and voters with disabilities through the use of temporary modifications.

How to use this survey tool

This survey tool is designed to review all features of a facility that are to be used as a polling place.

Practice

The Polling Place Accessibility Checklist (PPAC) will help surveyors check key features by asking questions about sizes, sloped surfaces, and availability of accessible features. Before beginning the survey, it is recommended that a surveyor become familiar with the instructions and questions on the PPAC and practice taking measurements and recording information.

Tools

1) A rigid metal tape measure at least 20-feet long (for measuring spaces and specific elements of an object)
2) A digital level at least twenty-four inches long (for measuring slope)
3) A clipboard (a hard surface for writing)
4) A copy of the PPAC (one copy per polling place)
5) Pens or pencils (surveyors may want to document with pencil and finalize with pen)
6) Camera (to document areas that may need to be reviewed later)
7) A standard push/pull force door pressure gauge (to measure the force required to open a door)
8) Distance measure (for measuring long distances)

Taking measurements

Although one person can complete a survey, it is often quicker and easier if two people work together. With a team of two, one person can take the measurements and the other can take photographs and record the information on the checklist. Always keep a record of the measurements.

The PPAC prompts surveyors about what to look at and where to measure. All answers and notes should be recorded on the PPAC. If photographs are taken, note on the PPAC that a photo was taken of the particular element, space or condition evaluated. Some items not covered on the survey may be obvious as barriers to accessibility. Please note these items in the comments area as well.

Sloped surfaces

It is recommended that digital levels be calibrated each time they are used. Before using a digital level, make sure to read the directions. If the digital display can be set to percent or degrees, the maximum slope allowed is 8.33% or 4.76 degrees for a 1:12 slope.

Using the tape measure

Use the tape measure to measure the width of a parking space, access aisle, accessible route, or the height of an object above the floor. Try to keep the tape from sagging or bending. If the tape is not straight, try to support it in the middle or pull it tight to take the measurement.

Door openings

Take door measurements of the clear open width of the door, not from doorframe to doorframe. To measure the opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the doorframe next to the clear (unhinged) opening. Measure the door opening from the inside face of the door at the hinged side to the inside of the doorframe on the opposite side. This measurement equals the clear open width of the door, which is usually less than the width measured from doorframe to doorframe.

Parking spaces

When measuring the width of a parking space, measure from the center of the line to the center of the line on the opposite side of the space. For example, if the painted line is two inches wide, measure one inch from the side to the centerline of the opposite painted line.

Section 1: Parking Area

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Is parking provided at this polling place?				☐ Off-Street ☐ On Street	IF NO, SKIP TO SECTION 2
2. What is the total number of parking spaces in the parking lot designated for voters on election?				Number of spaces: _____	
3. Are there a sufficient number of accessible spaces for the size of parking lot? (See Table below.)				Van spaces: ___ Auto spaces: ___	
4. If covered parking is provided, is there vertical clearance of at least 8 feet 2 inches for the vehicle route from the entrance to the accessible space(s), and along the vehicle route to the exit?				Entry Height: ___ Route Height: __ Exit Height: ____	

Table 1
Required Number of Auto and Van Accessible Spaces

THERE MUST ALWAYS BE ONE VAN SPACE

Total Number of Parking Spaces	Required Number of Accessible Spaces	Required Van Accessible spaces	Required Auto Accessible Spaces
1-25	1	1	0
26-50	2	1	1
51-75	3	1	2
76-100	4	1	3
101-150	5	1	4
151-200	6	1	5
201-300	7	2	5
301-400	8	2	6
401-500	9	2	7

The following questions refer to the first required van accessible space.

Questions	Yes	No	N/A	Data	Modifications/ Notes
5. Is there a van accessible space at least 9 feet wide by 18 feet long with an access aisle at least 8 feet wide? Or Is there a van accessible space at least 12 feet wide by 18 feet long with an access aisle at least 5 feet wide?				Width: _____ Length: _____ A-Aisle: _____	
6. Is the access aisle located on the passenger side of the space?				☐ Driver ☐ Passenger	
7. Is there a van accessible space at least 9 feet wide by 18 feet long?				Width: _____ Length: _____	
8. Is there a van accessible access aisle 8 feet wide by 18 feet long located on the passenger side of the space?				Width: _____ Length: _____	
9. Is the accessible space slope 2.08% or less in any direction?				☐ See Diagram	
10. Is the access aisle slope 2.08% or less in any direction?				☐ See Diagram	
11. Is the surface of the accessible space and corresponding access aisle stable, firm and slip-resistant?					
12. No ramps are encroaching into the accessible space or access aisle?					
13. Is there an ISA sign next to or in front of the accessible space?					
14. For van accessible spaces, are the words "Van Accessible" added below the ISA on the same or on a separate sign?					
15. Is the bottom edge of the lowest sign at least 60 inches above the ground when the signs are mounted on a pole or wall?				Height: _____	

Questions	Yes	No	N/A	Data	Modifications/ Notes
16. Is the bottom edge of the lowest sign at least 80 inches above the ground when the signs are mounted in the accessible path of travel?				Height: _____	
17. Is the accessible space located so that a person with a disability would not be compelled to wheel or walk behind parked cars other than their own?					
18. Is the accessible space on the shortest accessible route to an accessible entrance?					

The following questions refer to the first required auto accessible space.

Questions	Yes	No	N/A	Data	Modifications / Notes
19. Is there an auto accessible space at least 9 feet wide by 18 feet long?				Width: _____ Length: _____	
20. Is there an auto access aisle 5 feet wide by 18 feet long? (Can be shared with another accessible space.)				Width: _____ Length: _____ Shared with another space? ☐Y ☐N	
21. Is the accessible space slope 2.08% or less in any direction?				☐ See Diagram	
22. Is the access aisle slope 2.08% or less in any direction?				☐ See Diagram	
23. Is the surface of the accessible space and corresponding access aisle stable, firm and slip-resistant?					
24. No ramps are encroaching into the accessible space or access aisle?					

Questions	Yes	No	N/A	Data	Modifications / Notes
25. Is there an ISA sign next to or in front of the accessible space?					
26. Is the bottom edge of the lowest sign at least 60 inches above the ground when the signs are mounted on a pole or wall?				Height: _____	
27. Is the bottom edge of the lowest sign at least 80 inches above the ground when the signs are mounted in the accessible path of travel?				Height: _____	
28. Is the accessible space located so that a person with a disability would not be compelled to wheel or walk behind parked cars other than their own?					
29. Is the accessible space on the shortest accessible route to an accessible entrance?					

Modifying measures needed at this site on Election Day:

☐ Need cone/sign to identify accessible space
☐ Cone off space
☐ Cone off aisle
☐ Extend space with tape
☐ Widen access aisle with tape or cones
☐ Other _____

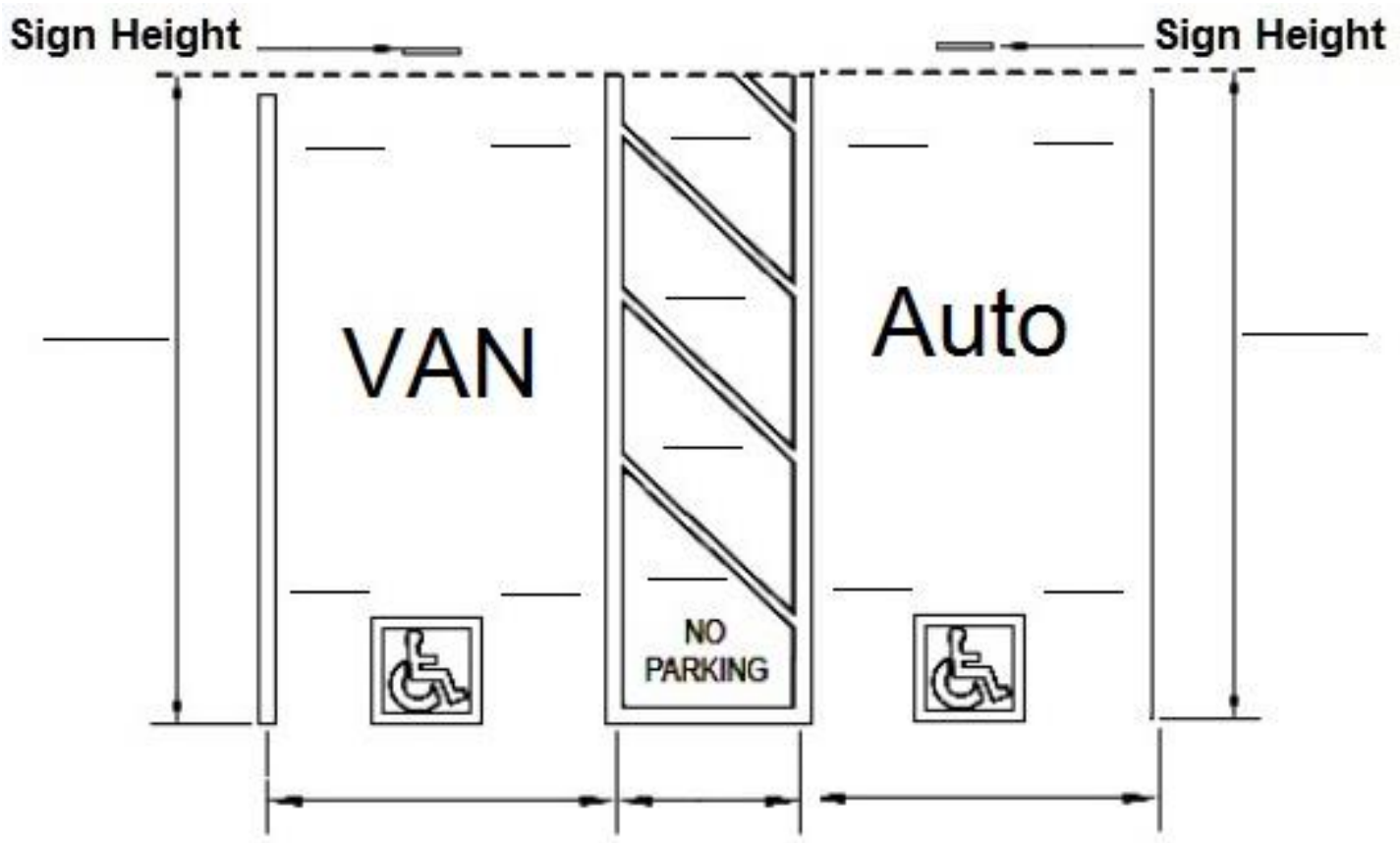
Comments:

_____

_____

Record data for additional accessible spaces here

Photo # and Location:	Yes	No	N/A	Notes
1. Stable, firm, and slip-resistant surface				
2. No ramps in access aisle or accessible space.				
3. ISA Sign at accessible space				
4. "Van Accessible" sign under the ISA				
5. The lowest part of the bottom sign is 60 inches minimum above the ground				
6. In the path of travel the bottom of the lowest sign is 80 inches minimum above the ground				
7. Wheeling or walking behind cars other than your own is not required				
8. Accessible space is on the shortest accessible route to an accessible entrance				
9. Covered Parking – vertical clearance 8 feet 2 inches				



Drop off Zones

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Is there a vehicle pull up space 8 feet wide by a minimum 20 feet long?				Width: _____ Length: _____	
2. Is the vehicle pull up space level with a slope no higher than 2.08% in any direction?				☐ See Diagram	
3. Is there a 5 feet wide access aisle for the full length of the drop off zone to allow voters to exit a vehicle or wait for pick up?*				Width: _____ Length: _____	
4. Is the access aisle level with a slope no higher than 2.08% in any direction?				☐ See Diagram	
5. Is the access aisle marked with a border line in a contrasting color?				Color Contrast ☐Y ☐N	
6. Is the access aisle marked with hatched lines in a contrasting color?				Color Contrast ☐Y ☐N	
7. Is there vertical clearance of at least 114 inches from the site entrance to the vehicle pull-up area, in the access aisle, and along the vehicular route to the exit?					

*Drop-off zones constructed prior to 1/1/14 may have access aisles measuring 5 feet wide by 20 feet long without markings.

Modifying measures needed at this site on Election Day:

☐ Need cone/sign to identify accessible space
☐ Cone off space
☐ Cone off aisle
☐ Extend space with tape
☐ Widen access aisle with tape or cones
☐ Other _____

Comments:

_____

Section 2: Path of Travel

When accessible drop-off zones or public transportation points are beyond the polling place property line, the path of travel to the voting area may be extended beyond the property line in an effort to include on street parking and public transportation.

Check one of the boxes below to identify the path of travel. Use this form for each different type of path of travel.

☐ Parking ☐ Property line ☐ Public transportation

☐ On Street Parking ☐ Drop off zone ☐ Other

Describe the location of the path of travel below. For example, from NW corner crosswalk along sidewalk to bus stop to the walkway to the entrance.

Location of the path of travel:

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Is the main path of travel to the voting area free of steps or curbs without ramps?					
2. If no to question 1, is there an alternate path of travel available to the voting area that is free of steps?					
3. If no to question 1, is the alternate path of travel marked with directional signage including an ISA, where the accessible route diverges from the regular path of travel?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
4. Is the path of travel/sidewalk at least 48 inches wide? (Or 36 inches at a point due to natural barriers or other existing conditions.)				Width: _____ Narrows to Width: _____ Narrows for Length of: _____	
5. Is the surface of the path of travel stable, firm and slip-resistant?					
6. Is the path of travel cross-slope 2.08% or less?				☐ See Diagram	
7. Are any abrupt changes in level from ¼ inch to ½ inch high beveled?				Total change in level height: _____ Bevel height: ____	
8. Do abrupt changes in level more than ½ inch high have a 5% or lower slope? (If the slope is more than 5%, survey the change in level using the Ramp checklist.)				☐ See Diagram	
9. Do any gratings, gaps, or holes along the path of travel have spaces no greater than ½ inch wide?				Width: _____	
10. If there are overhead obstacles lower than 80 inches from the ground along the path of travel, are there cane detectable barriers to prevent someone from walking underneath?				Height: _____	

Questions	Yes	No	N/A	Data	Modifications/ Notes
11. Do all objects mounted on walls from 27 inches to 80 inches high protrude 4 inches or less into the path of travel? (Handrails are permitted to protrude a maximum of 4 ½ inches.)				Protrusion depth: _____ Bottom edge height: _____	
12. Do all objects, mounted on poles from 27 inches to 80 inches high protrude 12 inches or less into the path of travel?				Protrusion depth: _____ Bottom edge height: _____	
13. Is a curb ramp provided if a curb separates the access aisle from the accessible route to the accessible entrance? Or, can a portable curb ramp be used to create an accessible route from the access aisle to the accessible entrance on election day?					
14. Does an accessible path of travel connect the access aisle to the accessible entrance of the polling place? Or, can the path of travel from the access aisle to the accessible entrance be made accessible via modifications on election day?					

Modifying measures needed at this site on Election Day:

☐ Temporary ramps are needed to cover steps and elevations higher than ½ inch

____ Ramps needed

☐ Need mats to cover grates

____ Mats needed

☐ Directional signage needed for site set-up

____ Left pointing signs needed

____ Right pointing signs needed

☐ Cones needed for set-up

_____Cones needed

☐ Items needing temporary relocation:

_____

_____

☐ Other _____

Comments:

_____

_____

Section 3: Doorways, Hallways and Entrances

On the accessible path of travel, survey only doors required to enter the voting area.

Total number of Doors on the Path of Travel: _____
(Make copies of last page of this checklist for additional doors)

Door description and/or location:

Doorways

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Is there 32 inches of clear width at the door when the door is open to 90 degrees? (If automatic doors are present, the clear opening must be at least 32 inches.)				Width: _____	
2. If double doors, is there at least 32 inches of clear width on one door?				Width: _____	
3. Is the door threshold no more than ½ inch high?				Height (pull side): _____ Height (push side): _____	
4. Is the door threshold beveled between ¼ inch and ½ inch?				Push side: Total height_____ Bevel height_____ Pull side: Total height_____ Bevel height_____	

Questions	Yes	No	N/A	Data	Modifications/ Notes
5. Is the door hardware usable with one hand, not requiring tight grasping, pinching, or twisting of the wrist?				Pull Side ☐ Lever ☐ Knob ☐ Loop ☐ Thumb latch ☐ Other: ____ Push Side ☐ Lever ☐ Knob ☐ Loop ☐ Thumb latch ☐ Other: ____	
6. Is the operable part of the door hardware mounted between 34 inches and 44 inches above the floor?				Height: _____	
7. Is there a smooth uninterrupted surface a minimum of 10 inches high, measured from the floor on the push side of the door? (Do not include button activated or automatic doors.)				Height: _____ Door stop: Y/N Recessed area: Y/N Bar: Y/N Button Activated or Automatic Door: Y/N	
8. Is the force required to open the door 5 lbf or less?				LBF: _____	
9. Is the force required to activate the door hardware 5 lbf or less?				LBF: _____	
10. On the pull side of the door, is the door landing 32 inches wide and at least 60 inches deep perpendicular to the door?				Width: _____ Depth: _____	
11. Is the pull side landing level with no more than 2.08% slope in any direction?				Running: _____ Cross: _____ Diagonal 1: _____ Diagonal 2: _____	
12. Is there at least 18 inches of strike-side clear space on the pull side of an interior door?				Width: _____ Depth: _____	

Questions	Yes	No	N/A	Data	Modifications/ Notes
13. Is there at least 24 inches of strike side clear space on the pull side of an exterior door?				Width: _____ Depth: _____	
14. On the push side of the door, is the door landing 32 inches wide and at least 48 inches deep perpendicular to the door?				Width: _____ Depth: _____	
15. Is the push side landing level with no more than 2.08% slope in any direction?				Running: _____ Cross: _____ Diagonal 1: _____ Diagonal 2: _____	
16. If the door has a latch and closer, is there at least 12 inches of strike-side clear space on the push side of the door?				Latch: Y/N Closer: Y/N Width: _____ Depth: _____	
17. If there are doors in a series, is the distance between the two hinged doors at least 48 inches plus the width of the door swinging into the space?				Width: _____	

Modifying measures needed at this site on Election Day:

☐ Prop door open

☐ Threshold ramps needed,
____ Ramps needed

☐ Accessible modifications needed for door hardware
____ Grips needed
____ Other needed

☐ Other _____

Comments:

_____

_____

Hallways

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Is there an accessible path of travel from the entrance to the voting area that is free of steps?					
2. Does the path of travel have a cross slope that is 2.08% or less?				☐ See Diagram	
3. Are abrupt changes in level from ¼ inch to ½ inch high beveled?				Total height: ___ Bevel height: __ ☐ See Diagram	
4. Do changes in level more than ½ inch high have a 5% or lower slope? (If the slope is higher than 5%, survey the change in level using the Ramp checklist.)				☐ See Diagram	
5. Do all interior hallways in the path of travel have a stable, firm, and slip-resistant surface?					
6. Are hallways and corridors from the main entrance to the voting area entrance at least 44 inches wide, including the presumed route to the registration table(s) and voting station(s)?				Width: _____ Narrows to Width: _____ Narrows for Length of: _____	
7. In 44 inch wide hallways, are there passing spaces 60 inches by 60 inches or "T" intersections placed not more than 200 feet apart?				Pass Space width: _____ Pass Space length: _____ Distance between turn spaces: _____ T-turn: Y/N	

Questions	Yes	No	N/A	Data	Modifications/ Notes
8. If there are overhead obstacles lower than 80 inches above the floor along the path of travel, are there cane detectable barriers to prevent someone from walking underneath?				Height: _____	
9. Do all objects mounted on walls from 27 inches to 80 inches high protrude 4 inches or less into the path of travel? (Handrails are permitted to protrude a maximum of 4 ½ inch.)				Protrusion depth: _____ Bottom edge height: _____	
10. Do all objects, mounted on poles from 27 inches to 80 inches high protrude 12 inches or less into the path of travel?				Protrusion depth: _____ Bottom edge height: _____	

Modifying measures needed at this site on Election Day:

☐ Non-slip mats needed
____ # of Mats needed

☐ Cones or other detectable barriers needed
____ Cones or other detectable barriers needed

☐ Threshold ramps needed for small change in level
____ Ramps needed

☐ Relocate movable objects out of accessible path of travel

☐ Other _____

Comments:

_____

_____

Attachment for Additional Doors

Door description and/or location:

Questions	Yes	No	N/A	Data	Modifications / Notes
1. 32 inch door width at 90 degrees?					
2. 32 inch on one side of a double					
3. Threshold height ½ inch or less?					
4. Beveled threshold: ¼ inch and ½					
5. Accessible door hardware?					
6. Hardware 34 inch to 44 inch high?					
7. Smooth surface: 10 inch high?					
8. Door pressure 5 lbf or less?					
9. Hardware pressure 5 lbf or less?					
10. Pull side landing 32 inch by 60					
11. Pull side level landing?					
12. Pull side, interior door 18 inch latch side?					
13. Pull side exterior door 24 inch latch side?					
14. Push side landing 32 inch by 48					
15. Push side level landing?					
16. Push side with latch & closer 12 inch latch side?					
17. Doors in series: 48 inch plus door width?					

Modifying measures needed:

☐ Prop door open
☐ Threshold ramps needed, ____ Ramps needed
☐ Accessible modifications needed for door hardware
____ Grips needed ____ Other needed
☐ Other _____

Comments:

_____

Section 4: The Voting Area

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Are hallways and corridors in the voting area at least 44 inches wide on the presumed path of travel from the entrance/exit to registration table(s) and voting station(s)?					
2. Is there a stable, firm and slip-resistant path of travel inside the voting area?					
3. Do all objects mounted on walls from 27 inches to 80 inches high protrude 4 inches or less into the path of travel? (Handrails are permitted to protrude a maximum of 4 ½ inches.)				Protrusion depth: _____ Bottom edge height: _____	
4. Do all objects, mounted on poles from 27 inches to 80 inches high protrude 12 inches or less into the path of travel?				Protrusion depth: _____ Bottom edge height: _____	
5. If there are overhead obstacles lower than 80 inches above the floor along the path of travel, are there cane detectable barriers to prevent someone from walking underneath?				Height: _____	
6. Is there a clear floor space 60 inches in diameter or a T-shaped space presumed available after voting area is set up to turn around and maneuver a wheelchair?				Circle: Y/N T: Y/N Distance between turn spaces: _____	

Questions	Yes	No	N/A	Data	Modifications/ Notes
7. Is there a clear floor space 60 inches in diameter or a T-shaped space presumed available in front of at least one voting station and accessible voting machine?				☐ Booth ☐ Table ☐ Voting machine	
8. In the event of an emergency, do all emergency marked doors have accessible hardware that does not require tight grasping, pinching, or twisting of the wrist?				Marked Emergency Door: Y/N Pull Side ☐ Lever ☐ Knob ☐ Loop ☐ Thumb latch ☐ Other: ___ Push Side ☐ Lever ☐ Knob ☐ Loop ☐ Thumb latch ☐ Other: ___ Button: ☐ Automatic	
9. Do all portions of the presumed path of travel in the voting area have a cross-slope that is 2.08% or less?				☐ See Diagram	
10. If there are any abrupt changes in level from ¼ inch to ½ inch high on the presumed path of travel in the voting area, are those changes in level beveled?				Total change in level height: _____ Bevel height: _____	
11. If there are changes in level higher than ½ inch on the presumed path of travel in the voting area, do those changes in level have a 5% or lower slope? (If the slope is more than 5%, survey the change in level using the Ramp checklist.)				☐ See Diagram	

Modifying measures needed at this site on Election Day:

☐ Does the voting area have adequate lighting for voting purposes?

☐ Cones or other detectable barriers needed

____ Cones or other detectable barriers needed

☐ Need to modify hazards

- ☐ Distance from wall _____
- ☐ Movable items _____
- ☐ Mats to cover electrical cords _____

☐ Other _____

Comments:

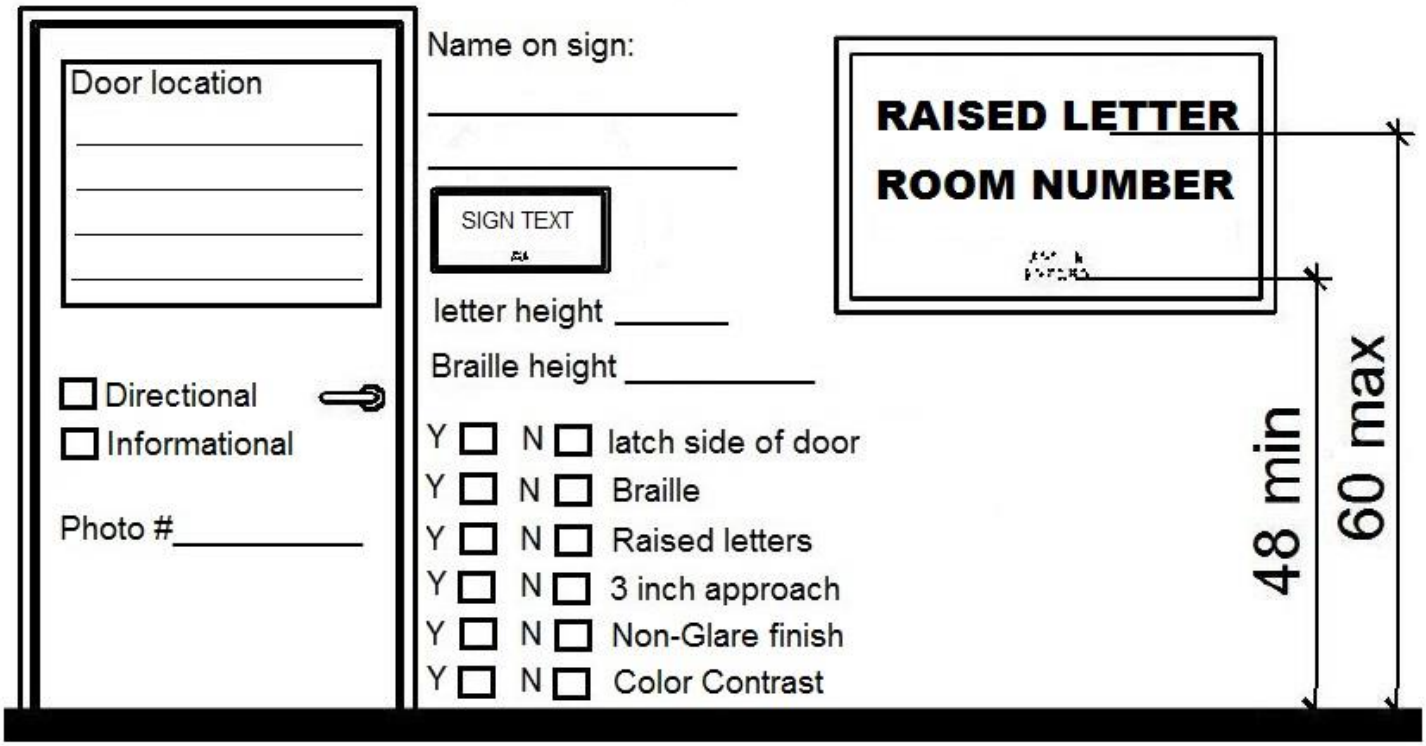
_____

Section 5: Signage

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Do permanently named rooms and spaces (only those areas identified for use on Election Day) have signs with room names or numbers in raised characters and Braille?				☐ No Rm. Name ☐ No sign. ☐ Sign has no raised characters. ☐ Sign has no Braille.	
2. Are the signs installed on the wall adjacent to the latch-side of the door? If there is no wall space on the latch-side of the door, are signs placed on the nearest adjacent wall?				☐ No Sign	
3. Are tactile signs placed so the lowest part of the Braille cell is at least 48 inches or higher above the floor?				Height: _____ ☐ No Sign	
4. Is the top row of raised characters placed no more than 60 inches above the floor measured from the bottom of the raised characters?				Height: _____ ☐ No Sign	
5. Can a voter approach within 3 inches of the signs without bumping into protruding objects or standing/wheeling within the swing of a door?				Distance: _____ ☐ No Sign	
6. Do directional and informational signs in the path of travel have a non-glare finish?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
7. Do signs have character and symbol colors that contrast with the background color?					
8. Is an ISA provided to identify facilities and features that are intended for use by and provided to elderly voters and people with disabilities?					

Diagram for additional Braille signs:



Modifying measures needed at this site on Election Day:

☐ Directional signs needed

____ Left pointing signs needed

____ Right pointing signs needed

☐ Additional laminate signs needed

☐ Other _____

Comments:

_____

Section 6: Ramps, Curb-Ramps and Slopes
When a slope measures more than 5%, it is a ramp.

Ramp Location:

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Is the surface of the ramp stable, firm, and slip-resistant?					
2. Is the ramp at least 48 inches wide?					
3. Is there a landing at the top of the ramp that measures at least 60 inches wide by 60 inches long?					
4. Is there an intermediate landing at least 60 inches long and as wide as the ramp for each 30 inches ramp rise?					
5. Is there a 60 inches wide by 72 inches long intermediate landing wherever the ramp changes direction?					
6. Is there a landing at the bottom of the ramp that is at least 72 inches long and as wide as the ramp?					
7. Is the slope of the ramp 8.33% or less?					
8. Is the ramp cross-slope 2.08% or less?					
9. Is the top landing level with no more than 2.08% slope in any direction?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
10. Is the intermediate landing level with no more than 2.08% slope in any direction?					
11. Is the bottom landing level with no more than 2.08% slope in any direction?					
12. Where the ramp or landing has a vertical drop-off on either side, are wheel guides or raised curbs (at least 2 inches high) provided?					
13. Does the ramp have continuous handrails for the full length of the ramp on both sides? (Exception: At exterior doors when the ramp landing and the door landing overlap, a ramp does not require handrails if it is less than 6 inches high or 72 inches in length.)					
14. If required, are the handrails mounted between 34 inches to 38 inches above the ramp surface?					
15. Do the handrails extend 12 inches horizontally over each landing?					
16. Are the handrail edges rounded and returned to the ground, wall, or post?					
17. Do circular handrails have a 1 ¼ inches to 2 inches diameter?					
18. Do non-circular handrails have a perimeter of 4 inches minimum and 6 ¼ inches maximum and a cross section dimension of 2 ¼ inches maximum?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
19. If the handrails are located adjacent to a wall, is the gap between the handrail and the wall at least 1 ½ inches?					
20. Do handrails protrude no more than 4 ½ inches into path of travel?					

Modifying measures needed at this site on Election Day:

☐ Temporary ramps needed
_____ Ramps needed

☐ Temporary wheel guides or edge protection needed
_____ Wheel guides or edge protection needed

☐ Other _____

Comments:

_____

_____

Curb-Ramp Checklist

When a slope provides access across a curb, it is a curb-ramp or curb-cut.

Curb-Ramp Location:

Questions	**Yes**	**No**	**N/A**	**Data**	**Modifications/ Notes**
1. Is the surface of the curb-ramp stable, firm and slip-resistant?					
2. Is the curb-ramp at least 48 inches wide?					
3. Is there a top landing a minimum of 48 inches long?					
4. Is the bottom landing at least 48 inches long?					
5. Is the maximum slope of the curb-ramp no more than 8.33%?					
6. Is the cross-slope 2.08% or less?					
7. Is the top landing slope 2.08% or less in any direction?					
8. Is the first 24 inches of the bottom landing slope 5% or less in all directions?					
9. If there is a drop-off next to the curb ramp, does the curb ramp have either wheel guides or side flares?					

Modifying measures needed at this site on Election Day:

☐ Temporary ramps needed
_____ # of Ramps needed

☐ Temporary wheel guides or edge protection needed
_____ # of Wheel guides or edge protection needed

☐ Other _____

Comments: _____

Section 7: Elevators and Lifts

Questions	Yes	No	N/A	Data	Modifications/ Notes
Main Entrance Floor Outside the Elevator					
1. Does the elevator car floor stop within ½ inch above or below the exterior landing?					
2. Are there raised character and Braille signs, mounted on both sides of the elevator doorjamb with the lowest part of any Braille cell 48 inches or higher above the floor and the bottom of any tactile letter 60 inches maximum above the floor?					
3. Are the raised characters on the doorjamb signs at least 2 inches high?					
4. Do the raised character and Braille sign for the main floor have a raised star symbol?					
5. Is there an audible voice announcing car arrival and direction or an audible signal with 1 tone for going up and 2 tones for going down?					
6. Is the elevator doorway at least 36 inches wide?					
7. Does the elevator door stay open at least 5 seconds?					
8. Does the elevator door have an automatic re-opening device that does not require contact to activate?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
9. When the elevator door re-opens, does it stay open at least 20 seconds to allow slower moving voters to completely enter or exit the car?					
10. Is the path of travel from the entrance to the elevator accessible?					
11. Is there a 30 inch by 48 inch clear space in front of the hall call buttons that allows a front or parallel approach?					
12. If the clear space in front of the hall call buttons has only a front approach, is it clear of any obstruction, OR, If only a side approach, is the clear space free from objects that project out from the wall more than 10 inches?					
13. Are the hall call buttons raised above their surrounding surface?					
14. Do the hall call buttons light up with a white light when activated and go out when the elevator arrives?					
15. Are the hall call buttons mounted with the centerline a maximum of 48 inches above the floor?					
16. Are there visual signals at least 2 ½ inches wide by 2 ½ inches high placed at least 6 feet above the floor that light up showing the arrival and direction of the car?					
17. Is the gap between the elevator car and the landing not more than 1 ¼ inches wide?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
Voting Area Floor Outside the Elevator					
18. Does the elevator car floor stop within ½ inch above or below the exterior landing?					
19. Are there raised character and Braille signs, mounted on both sides of the elevator doorjamb with the lowest part of any Braille cell 48 inches or higher above the floor and the bottom of any tactile letter 60 inches maximum above the floor?					
20. Are the raised characters on the doorjamb signs, at least 2 inches high?					
21. Do the raised character and Braille sign for the main floor have a raised star symbol?					
22. Is there an audible voice announcing car arrival and direction or an audible signal with 1 tone for going up and 2 tones for going down?					
23. Is the elevator doorway at least 36 inches wide?					
24. Does the elevator door stay open at least 5 seconds?					
25. Does the elevator door have an automatic re-opening device that does not require contact to activate?					
26. When the elevator door re-opens, does it stay open at least 20 seconds to allow slower moving voters to completely enter or exit the car?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
27. Is the path of travel from the elevator to the voting area accessible?					
28. Is there a 30 inch by 48 inch clear space in front of the hall call buttons that allows a front or parallel approach?					
29. If the clear space in front of the hall call buttons has only a front approach, is it clear of any obstruction, OR, If only a side approach, is the clear space free from objects that project out from the wall more than 10 inches?					
30. Are the hall call buttons raised above their surrounding surface?					
31. Do the hall call buttons light up with a white light when activated and go out when the elevator arrives?					
32. Are the hall call buttons mounted with the centerline a maximum of 48 inches above the floor?					
33. Are there visual signals at least 2 ½ inches wide by 2 ½ inches high placed at least 6 feet above the floor that light up showing the arrival and direction of the car?					
34. Is the gap between the elevator car and the landing not more than 1 ¼ inches wide?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
Inside the Elevator					
35. Is the elevator equipped with visual floor position indicators that light up when the car stops or passes each floor?					
36. Are the visual floor position indicators located above the control panel or above the elevator door?					
37. Are the visual floor position indicators at least ½ inch high?					
38. Is the elevator equipped with audible or verbal communications that indicate the car is stopping or passing each floor?					
Control Panel					
39. Are raised characters and Braille used to identify each floor button and each control inside the elevator cab?					
40. Are the raised characters located on the left side of each control button?					
41. Are the raised characters at least 5/8 inch high?					
42. Is the corresponding Braille located below the raised characters?					
43. Do the raised characters and Braille beside the button for the main floor also have a raised star symbol?					
44. Are the raised characters and symbols white with a black background?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
45. Do control buttons light up when activated and go out when the elevator completes the requested action?					
46. Are the highest floor control buttons inside the elevator mounted no higher than 48 inches above the floor? (In elevators installed prior to 1/1/14, are the control buttons no higher than 54 inches above the floor for a side reach?					
47. Is there a handrail inside the car on at least one wall that is 31 inches to 33 inches above the floor?					
48. Is there a 1 ½ inch minimum gap between the handrail and the wall?					
Emergency Controls					
49. Are the lowest operable control buttons for emergency controls at least 35 inches above the car floor?					
50. Does the emergency system provide both audible and visual communication to confirm contact with emergency personnel?					
51. If an emergency handset is used, is the handset cord at least 29 inches long?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
52. If the emergency system is behind a closed door, does the door have accessible lever style hardware that does not require tight grasping, pinching or twisting of the wrist?					
Car Dimensions					
53. Is the elevator interior dimension at least 51 inches when measured from the front wall to the back wall?					
54. If the elevator has a center-opening door, is the inside at least 80 inches wide?					
55. If the elevator has a side-opening door, is the inside at least 68 inches wide?					
56. If the elevator has a smaller interior, is the car size at least 48 inches by 54 inches? (If the elevator was installed prior to 1/1/14, is the car size at least 48 inches by 48 inches?					
57. Does the older elevator comply with all other requirements of this section?					

Modifying measures needed at this site on Election Day:

☐ Poll worker needed to operate inaccessible controls or non-audible alerts

☐ Move protruding objects away from hall call buttons

☐ Other _____

Comments:

_____

_____

Wheelchair Lifts

Questions	Yes	No	Data	Modifications/ Notes
1. Is the lift operable on the day of the survey?				
2. If a wheelchair lift is used to change levels, is there a 60 inch by 60 inch landing in front of the lift door? (If the lift was installed prior to 1/1/14, is there maneuvering space large enough for a person using a 30 inch by 48 inch wheelchair to enter, operate the lift, and exit?)				
3. If the lift entry door has a front approach, is the door clear space at least 32 inches wide?				
4. If the lift entry door has a side approach, is the door clear space at least 42 inches wide?				
5. Does the lift allow a wheelchair user unassisted entry, operation, and exit?				
6. Are the controls for the lift no higher than 48 inches above the floor? (If the lift was installed prior to 1/1/14, controls for a side approach may be up to 54 inches above the floor.)				
7. Are the wheelchair lift controls usable with one hand without tight grasping, pinching, or twisting of the wrist?				
8. Does the lift have stand-by power in case of an emergency that will allow the lift to operate five up and down trips?				

Section 8: Restrooms

Not all restrooms are open on Election Day. If a restroom is available to the voters, it must be accessible to voters with disabilities.

☐ **Men's Restroom** ☐ **Women's Restroom** ☐ **Unisex Restroom**

Questions	Yes	No	N/A	Data	Modifications/ Notes
1. Is a Door Checklist completed for this restroom?					
2. If this restroom will be used on Election Day, has a hallways checklist been completed for the path of travel to this restroom?					
Signs Outside the Restroom					
3. Does the restroom have a wall sign with the ISA, raised letters and Braille indicating the Men's, Women's or Unisex restroom?					
4. Does the wall sign mounted on the latch side of the door have raised characters and Braille with the lowest part of any Braille cell 48 inches or higher above the floor and the bottom of any tactile letter 60 inches maximum above the floor?					
5. Do the characters on the wall sign contrast with the sign background?					
6. If a Men's restroom, at the entrance to the restroom is there a 12 inch equilateral triangle sign mounted with the apex pointing upward?					
7. If a Women's restroom, at the entrance to the restroom is there a circular sign 12 inch in diameter?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
8. If a Unisex restroom, at the entrance to the restroom is there a sign showing a 12 inch diameter circle with a 12 inch triangle, in a contrasting color, placed over the circle within the 12 inch diameter mounted with the apex pointing upward?					
9. Is the center of the sign mounted 58 inches to 60 inches above the floor?					
10. Do the sign colors contrast with the wall or door color?					
Clear Space Inside the Restroom					
11. Does the Restroom entrance door encroach into the 60 inch turning space 12 inches or less?					
12. Is there a 30 inch by 48 inch clear space for at least one of each type of fixture?					
13. In a multiple accommodation restroom, is there a clear horizontal floor space 60 inches in diameter with a vertical clearance of at least 27 inches?					
14. In a single accommodation restroom, is there a clear horizontal floor space 60 inches in diameter or a "T" shaped turning space with a vertical clearance of at least 27 inches?					
15. Do all objects mounted on walls from 27 inches to 80 inches high protrude 4 inches or less into the path of travel?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
Restroom Sink					
16. Is there a clear space at least 30 inches by 48 inches at the sink to allow for a forward approach? (Up to 19 inches may extend under the sink.)					
17. Are the sink faucets operable with one hand without tight grasping, pinching, or twisting of the wrist?					
18. Do the faucets require no more than 5 lbs of force to operate?					
19. If push button or electronic faucets are used, does the water flow for 10 seconds or more when activated?					
20. Is the centerline of the sink at least 18 inches from the adjacent wall or partition panel?					
21. Is the top of the counter or rim of the sink, no higher than 34 inches above the floor?					
22. Underneath the front edge of the counter or sink, is there at least 29 inches of clear space measured from the floor up to the bottom of the counter or sink?					
23. When measuring at a depth 8 inches back from the front edge of the counter or sink, is there at least 27 inches of clear space from the floor up to the bottom of the counter or sink?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
24. Is there toe clear space at least 9 inches high measured at a point 6 inches forward from the back wall?					
25. Are water supply and drain pipes under the sink insulated or arranged to prevent contact?					
26. Is the underside of the sink free from any sharp or abrasive objects?					
Dispensers					
27. Is at least one of each kind of dispenser (i.e. seat cover, soap, paper towel, electric hand dryer, etc.) mounted with the highest operable part and the full range of control motion 40 inches or less above the floor?					
28. Is at least one dispenser of each kind on an accessible path of travel at least 36 inches wide, or 32 inches wide for maximum of 24 inches in length?					
29. Is there a 30 inch by 48 inch clear space for at least one of each kind of dispenser?					
30. Can dispensers be operated with one hand without tight grasping, pinching, or twisting of the wrist?					
31. Is the bottom edge of the reflective portion of the mirror no higher than 40 inches above the floor?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
The Accessible Stall					
32. Is the aisle leading to the accessible stall at least 44 inches wide?					
33. Is there at least 48 inches of perpendicular clear space on the approach side of the stall door?					
34. If the stall door is on the end, is it at least 32 inches wide measured at 90 degrees open?					
35. If the stall door is on the end, is there a clear space at least 60 inches wide and 48 inches long in front of the toilet?					
36. If the stall door is on the side, is it at least 34 inches wide measured at 90 degrees open?					
37. If the stall door is on the side, is there a clear space at least 60 inches wide and 60 inches long in front of the toilet?					
38. Is the accessible stall door self-closing?					
39. Are accessible handles installed on the inside and outside of the stall door near the latch?					
40. Is the accessible stall door equipped with latching hardware that can be operated with one hand without tight grasping, pinching or twisting of the wrist?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
Toilet, Toilet Paper and Flush Control					
41. In a single accommodation restroom is there 28 inches of clear floor space between the side of the toilet and a fixture? (In restrooms constructed prior to 1/1/14, is there at least 32 inches of clear space between one side of the toilet and a wall?)					
42. Is the toilet centerline 17 inches to 18 inches from the closest wall or partition?					
43. Is the top of the toilet seat between 17 inches and 19 inches above the floor?					
44. Is the toilet paper dispenser mounted between 7 inches and 9 inches in front of the toilet? (For toilet paper dispensers installed prior to 1/1/14 is the dispenser mounted no more than 12 inches in front of the toilet?)					
45. Is the toilet paper dispenser at least 19 inches above the floor?					
46. Is the toilet paper dispenser installed below the side grab bar?					
47. Does the toilet paper dispenser allow for continuous feed of toilet paper (i.e. no control of the flow of paper)?					
48. Is the flush control on the clear floor space side of the toilet?					

Questions	Yes	No	N/A	Data	Modifications/ Notes
49. Is the flush control mounted 44 inches or lower?					
50. Does the flush control require 5 lbs of force or less to operate?					
Side Grab Bar					
51. Is the top of the side grab bar mounted 33 inches to 36 inches above the floor?					
52. Is the side grab bar at least 42 inches long?					
53. Does the side grab bar extend from the rear wall at least 54 inches?					
54. Does the side grab bar extend past the front of the toilet at least 24 inches?					
55. Is the side grab bar mounted with a 1 ½ inch space between the grab bar and the wall?					
56. Is the side grab bar 1 ¼ inches to 2 inches in diameter? See guidelines for non-circular grab bars.					
Rear Grab Bar					
57. Is the top of the rear grab bar mounted 33 inches to 36 inches above the floor?					
58. Is the rear grab bar at least 36 inches long? (24 inch length on centerline ok if adjacent to a recessed fixture.)				☐ 24 inches on Center.	
59. Does the rear grab bar extend at least 24 inches from the centerline of the toilet toward the wide side of the toilet stall?				☐ 12 inches	

Questions	Yes	No	N/A	Data	Modifications/ Notes
60. Does the rear grab bar extend at least 12 inches from the centerline of the toilet toward the narrow side of the toilet stall?					
61. Is the rear grab bar mounted with a 1 ½ inch space between the grab bar and the wall?					
62. Is the rear grab bar 1 ¼ inches to 2 inches in diameter? See guidelines for non-circular grab bars.					

Modifying measures needed at this site on Election Day:

☐ Provide directional sign to accessible restroom

____ Left pointing signs needed
____ Right pointing signs needed
____ Signs needed

☐ Place temporary Circle or Triangle on restroom door

☐ Comments

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