

## **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:

- |   |   |
|---|---|
| <input type="checkbox"/> Apartment<br><input type="checkbox"/> Business<br><input type="checkbox"/> Church<br><input type="checkbox"/> Club/Lodge/Association<br><input type="checkbox"/> Fire Station<br><input type="checkbox"/> Garage<br><input type="checkbox"/> Other non-public building (specify) _____<br><input type="checkbox"/> Other public building (specify) _____ | <input type="checkbox"/> Library<br><input type="checkbox"/> Mobile Home Park Facility<br><input type="checkbox"/> Private Residence<br><input type="checkbox"/> School<br><input type="checkbox"/> Senior Citizen Facility<br><input type="checkbox"/> Historical Building |
|---|---|

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

\_\_\_\_\_

<b>Polling place determined to be:</b>	_____ <b>Accessible*</b>	_____ <b>Not Accessible</b>
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\* 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.