CONTENTS OF THIS CHECKLIST

A quick review of this entire checklist will reveal that it contains review sections, which are applicable to nearly every facility, plus some sections which are unique to certain types of facilities. Prior to commencing the audit it is recommended that a cursory review of all sections be conducted and all NON-applicable sections be removed or ignored. However, care must be taken during this process to ensure that truly only non-applicable sections are removed. For example, if you have a shop in a mall you may not be responsible for accessible parking and toilets. The sections on parking and toilets would not apply **(N/A)** And could be eliminated from the review but noted on the checklist as **N/A**. However, if your business is a retail store you would remove the section on Hotels and vice a versa, unless the hotel has a gift store.

Table of Contents

SPECIAL NOTICE: Section I, Items A. through D are applicable to nearly every facility

Blue Star Program Access Checklist
(Including Restaurants, Mercantile and Transient Housing)

Date: _____   Location:_____

SECTION I: EXISTING FACILITIES CHECKLIST

A. *Priority 1: Accessible Entrance*

People with disabilities should be able to arrive on the site, approach the building, and enter the building as freely as everyone else. At least one path of travel should be safe and accessible for everyone, including people with disabilities.

Topic Area	Yes	No	N/A	Comments/Solutions
I. Parking and Drop-off Areas *(ADAAG Section 4.6)* http://www.access-board.gov/adaag/html/adaag.htm - 4.6				
1. Are an adequate number of accessible parking spaces available (8 feet wide for a car plus 5-foot striped access aisle)? Total spaces needing to be accessible is 1 per each 25 spaces. (for lots with more than 100 spaces, refer to ADAAG). *[ADAAG Section 4.1.2(5)(a)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.1.2(5)(a)				
2. Are 8-foot-wide spaces with 8 foot wide aisles and 98 inches of vertical clearance, available for lift-equipped vans? At least one of every 8 accessible spaces must be van-accessible *[ADAAG Section 4.1.2(5)(b)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.1.2(5)(b)				
3. Are the accessible spaces located closest to the accessible entrance? *[ADAAG Section 4.6.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.6.2				
4. Are accessible spaces clearly marked with the International Symbol for Accessibility mounted on a sign observable above a parked vehicle? *[ADAAG Section 4.6.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.6.4				
5. Are there "Van Accessible" signs at van spaces with the International Symbol of Accessibility? *[ADAAG Section 4.6.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.6.4				
6. Does the accessible parking space have more than a 2% cross slope in any direction? *[ADAAG Section 4.6.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.6.3				
7. Is a passenger loading zone provided, and if so is it level (2% cross slope in any direction) and provided with a 5 foot wide by 20 foot long access aisle? *[ADAAG Section 4.6.6]* http://www.access-board.gov/adaag/html/adaag.htm - 4.6.6				

Topic Area	Yes	No	N/A	Comments/Solutions
II. Accessible Route *(ADAAG Sections 4.3 through 4.7)* http://www.access-board.gov/adaag/html/adaag.htm - 4.3				
1. Is there an accessible route leading from an individual's point of entry on the site to an accessible entrance. *[ADAAG Section 4.3.2(1)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.3.2(1)				
2. Is the route stable, firm and slip-resistant? -- If grating or similar openings are present, is their width less than ½"? *[ADAAG Section 4.5]* http://www.access-board.gov/adaag/html/adaag.htm - 4.5	-- --	-- --	-- --	
3. Is the route at least 36 inches wide with intermittent 60 inch wide passing areas? *[ADAAG Section 4.3.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.3.3				
4. Is the accessible route free of protruding objects between 27 and 80 inches above the walking surface? Objects protruding more than 4 inches from walls and into the path must be cane detectable by a person with a visual disability. (Note: only objects within 27 inches of the ground can be detected using a cane. 80 inches of clear head room must be provided beneath hanging or overhead mounted objects. Objects protruding less than 4 inches need not be removed.) *[ADAAG Section 4.4.1 & 2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.4.1				
5. Does the accessible route have curb ramps at drives, parking and drop-offs areas and other locations where vertical differences are less than 6 inches? *[ADAAG Section 4.7]* http://www.access-board.gov/adaag/html/adaag.htm - 4.7				
III. Ramps *(ADAAG Section 4.8)* http://www.access-board.gov/adaag/html/adaag.htm - 4.8				
1. Are the slopes of ramps no greater than 1:12? (Note: Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. 1:18 is the preferred slope) *[ADAAG Section 4.8.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.8.2				
2. Do all ramps longer than 6 feet in length have handrails on both sides? *[ADAAG Section 4.8.5]* http://www.access-board.gov/adaag/html/adaag.htm - 4.8.5				
3. Are handrails between 1¼ and 1½ inches in diameter, set off 1½ inch from the structure which supports them, rigidly fixed and structurally sound, and between 34 and 38 inches above the ramp surface? *[ADAAG Section 4.8.5(5)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.8.5				

Topic Area	Yes	No	N/A	Comments/Solutions
4. Is the width between handrails at least 36 inches? *[ADAAG Section 4.8.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.8.3				
5. Do ramps have non-slip surfaces? *[ADAAG Section 4.5.1]* http://www.access-board.gov/adaag/html/adaag.htm - 4.5.1				
6. Is there a 5-foot-long level landing at every 30 inches of vertical in the ramp, at the top and bottom of ramps, and at switchbacks? *[ADAAG Section 4.8.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.8.2				
IV. Doors & Entrances *(ADAAG Sections 4.13, & 4.14)* http://www.access-board.gov/adaag/html/adaag.htm - 4.13 http://www.access-board.gov/adaag/html/adaag.htm - 4.14				
1. Does the entrance door have at least 32 inches clear open width? (If double doors; at least one of the doors must provide a 32 inch clear open width when open.) *[ADAAG Section 4.13.4 and 4.13.5]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.4				
2. If there is a closer, or a closer and a latch, then at least 12-18 inches of unobstructed wall space (depending on approach) is required on the pull side or latch side of the door? A person using a wheelchair needs this space to get close enough to open the door. *[ADAAG Figure 25]* http://www.access-board.gov/adaag/html/figures/fig25.html				
3. Is the threshold height (less than ¼ inch) or if the height is between ¼ and ½ inch and is it beveled at a 1:2 slope (approx. 26º)? *[ADAAG Section 4.13.8]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.8				
4. Are doormats ½ inch high or less, and secured to the floor at all edges? *[ADAAG Section 4.5.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.5.3				
5. Is the door handle no higher than 48 inches and operable with a closed fist? The "closed fist" tests for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands. *[ADAAG Section 4.13.9]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.9				
6. Is the closing force on interior doors less than 5 pounds and on exterior doors less than 8 pounds? You can use a fish scale to measure the force required to open a door. *[ADAAG Section 4.13.11]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.11				
7. If the door has a closer, does it take 3 or more seconds to close when opened 70°? *[ADAAG Section 4.13.10]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.10				

Topic Area	Yes	No	N/A	Comments/Solutions
8. If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?				
9. Are power assisted doors provided? If so, are the push paddles below 48" high?				
10. Do all accessible entrances have flat level landings at the doors?				
11. If there is an arctic entrance, is there 48 inches between doors when opened? *[ADAAG Section 4.13.10]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.7				

B.   Priority 2: Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain goods or services without special assistance. Where it is not possible to provide full accessibility, assistance or alternative services should be available upon request.

Topic Area	Yes	No	N/A	Comments/Solutions
I. Interior Accessible Route *(ADAAG Section 4.3)* http://www.access-board.gov/adaag/html/adaag.htm - 4.3				
1. Does an accessible entrance provide direct access to the main floor, lobby or elevator? *[ADAAG Section 4.1.3.(1)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.1.3(1)				
2. Are all public spaces on an accessible route? *[ADAAG Section 4.1.3.(1)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.1.3(1)				
3. Is the accessible route to all public areas at least 36 inches wide with appropriate passing areas? *[ADAAG Sections 4.3.3 and 4.3.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.3.3 http://www.access-board.gov/adaag/html/adaag.htm - 4.3.4				
4. Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction? *[ADAAG Section 4.2.3 and figure 3(b)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.2.3 http://www.access-board.gov/adaag/html/figures/fig3b.html				
5. If the facility is multi-leveled (not on a single floor level or on a "split" level), are there ramps or elevators to all levels?				
II. Interior Doors *(ADAAG Section 4.13)* http://www.access-board.gov/adaag/html/adaag.htm - 4.13				
1. Do doors in public spaces have at least a 32-inch clear opening? If double doors at least one door shall comply. *[ADAAG Section 4.14.5]* http://www.access-board.gov/adaag/html/adaag.html - 4.14.5				
2. On the pull side of doors, next to the handle or latch, is there at least 12-18 inches of clear wall (depending on approach) space so that a person using a wheelchair can get near to open the door? *[ADAAG Figure 25]*				

Topic Area	Yes	No	N/A	Comments/Solutions
http://www.access-board.gov/adaag/html/figures/fig25.html				
3. Can doors be opened without too much force ? (5 lbs. maximum at interior doors.) *[ADAAG Section 4.13.11(2)(b)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.11				
4. Are door handles 48 inches high or less and operable with a closed fist? *[ADAAG Section 4.13.9]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.9				
5. Along the accessible route, do all doors having a latch also have lever handles? -- - If there is no latch, do the doors have a pulls, loops or push plates? *[ADAAG Section 4.13.9]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.9	-- --	-- --	-- --	
6. Are all thresholds level (less than ¼ inch), or beveled, up to ½ inch high? See item IV.-3, page 5 for further details. *[ADAAG Section 4.13.8]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.8				
III. Rooms and Spaces *(ADAAG Sec. 4.2, 4.3, 4.4, 4.5)* http://www.access-board.gov/adaag/html/adaag.htm - 4.2				
1. Are all aisles and pathways to all goods and services at least 36 inches wide? -- -- -- --- -- -- --- -- -- --- -- -- --- -- -- --- -- -- --- -- - If products or goods are available, are they within reach (i.e. 15 to 48 inches high)? *[ADAAG Sections 4.2.5 and 4.3.3, Fig 5a &b]* http://www.access-board.gov/adaag/html/adaag.htm - 4.2.5 http://www.access-board.gov/adaag/html/adaag.htm - 4.3.3 http://www.access-board.gov/adaag/html/figures/fig5a.html http://www.access-board.gov/adaag/html/figures/fig5b.html	-- --	-- --	-- --	
2. Is there a 5-foot circle or T-shaped space for turning a wheelchair completely? See item I.-4. page 6 for discussion. *[ADAAG Section 4.2.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.2.3				
3. Is carpeting low-pile, tightly woven, and securely attached along edges? *[ADAAG Section 4.5.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.5.3				
4. Is the accessible route free of protruding objects between 27 and 80 inches above the walking surface? See item II.-4 page 4 for discussion on "cane detectable". *[ADAAG Section 4.4.1 & 2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.4.1				
5. Are signs designating permanent rooms and spaces, such as rest room signs and room numbers, in raised letters and Braille and located 60" above the floor? *[ADAAG Section 4.30.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.30.4				

Topic Area	Yes	No	N/A	Comments/Solutions
IV. Controls *(ADAAG Section 4.2, 4.27)* http://www.access-board.gov/adaag/html/adaag.htm - 4.27				
1. Are all controls (i.e. electrical receptacles and switches, mechanical, window, cabinet, game, and self-service controls) located at an accessible height? 54" for side approach or 48"for front approach *[ADAAG Section 4.2.5 & 6]* http://www.access-board.gov/adaag/html/adaag.htm - 4.2.5				
2. Are they operable with a closed fist? See item IV.-5 page 5 for further discussion. *[ADAAG Section 4.27.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.27.4				
V. Seats, Tables & Counters *(ADAAG Sec 4.3, 4.5 & 4.32)* http://www.access-board.gov/adaag/html/adaag.htm - 4.32				
1. Are the aisles between chairs or tables at least 36 inches wide? *[ADAAG Section 4.3.3 and 5.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.3.3 http://www.access-board.gov/adaag/html/adaag2.htm - 5.3				
2. Are wheelchair seating spaces distributed throughout? *[ADAAG Section 5.1]* http://www.access-board.gov/adaag/html/adaag2.htm - 5.1				
3. Are the tops of tables or counters between 28 and 34 inches high? *[ADAAG Section 4.32.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.32.4				
4. Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? *[ADAAG Section 4.32.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.32.3				
VI. Stairs *(ADAAG Section 4.9)* http://www.access-board.gov/adaag/html/adaag.htm - 4.9				
1. Do treads have a non-slip surface?				
2. Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs? *[ADAAG Section 4.9.4(2)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.9.4				
VII. Elevators *(ADAAG Section 4.10)* http://www.access-board.gov/adaag/html/adaag.htm - 4.10				
1. In the elevator cab, are there both visual and verbal/audible indicators denoting direction of travel when door is opening or closing and visual floor indicators? (one tone = up, two tones = down) *[ADAAG Section 4.10.13]* http://www.access-board.gov/adaag/html/adaag.htm - 4.10.13				
2. Are the call buttons in the hallway no higher than 42 inches centerline? *[ADAAG Section 4.10.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.10.3				

Topic Area	Yes	No	N/A	Comments/Solutions
3. Do the controls outside and inside the elevator have raised and Braille letters? *[ADAAG Section 4.10.12(2)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.10.12				
4. Is there a sign on each floor at the jam (in raised and Braille letters at 60" to center line) identifying the floor by name and/or number? *[ADAAG Section 4.10.5]* http://www.access-board.gov/adaag/html/adaag.htm - 4.10.5				
5. Is there an emergency intercom and is it usable without voice communication? -- - Is there an indicator light that denotes that the emergency call has been received? *[ADAAG Section 4.10.14]* http://www.access-board.gov/adaag/html/adaag4.htm - A4.10.14 http://www.access-board.gov/adaag/html/adaag.htm - 4.10.14	 -- --	 -- --	 -- --	
6. Are instructions for the communication system in Braille and raised-letter? *[ADAAG Section 4.10.14 & 4.30.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.10.14 http://www.access-board.gov/adaag/html/adaag.htm - 4.30.4				
VIII. Lifts *(ADAAG Section 4.11)* http://www.access-board.gov/adaag/html/adaag.htm - 4.11				
1. Can the lift be used without an assigned key or assistance from other individuals? -- - If not, is an attendant call button provided? -- - Is it properly identified (sign)? *[ADAAG Section 4.11.2 & 4.11.3]*	 -- -- -- --	 -- -- -- --	 -- -- -- --	
2. Is there at least 30 by 48 inches of clear space for a person using a wheelchair to approach to reach the controls and use the lift?				
3. Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)? *[ADAAG Section 4.10.12(3)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.10.12				

C. Priority 3: Usability of Rest Rooms

If restrooms are open to facility occupants or the public, they must be accessible to people with disabilities.

Topic Area	Yes	No	N/A	Comments/Solutions
I. Restrooms General *(ADAAG Sections 4.16 through 4.24)* http://www.access-board.gov/adaag/html/adaag.htm - 4.16				
1. If rest rooms are available to the public, is at least one rest room fully accessible? (either one for each sex, or unisex) *[ADAAG Section 4.23.1]* http://www.access-board.gov/adaag/html/adaag.htm - 4.23				
2. Are there signs at inaccessible restrooms that give directions to accessible ones?				

Topic Area	Yes	No	N/A	Comments/Solutions
3. Is there tactile signage at accessible rest rooms? -- - If so, is it located on the latch side of the door at 60 inch to its centerline? *[ADAAG Section 4.30.6]* http://www.access-board.gov/adaag/html/adaag.htm - 4.30.6	-- --	-- --	-- --	
4. Does the doorway have at least 32" of clear opening width when the door is open 90°? See item IV-1 page 5. *[ADAAG Section 4.23.2 (and ref. 4.13.5)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.23.2				
5. Are doors equipped with accessible handles, 48 inches high or less in height, and operable with a closed fist? See item IV-5 page 5 for discussion. *[ADAAG Section 4.23.2 (and ref. 4.13.9)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.23.2				
6. Can doors be opened easily (5 pounds maximum force)? See item IV-6 page 5. *[ADAAG Section 4.23.2 (ref. 4.13.11(b))]* http://www.access-board.gov/adaag/html/adaag.htm - 4.23.2 http://www.access-board.gov/adaag/html/adaag.htm - 4.13.11				
7. If the door has a closer, does it take 3 or more seconds to close when opened 70°? *[ADAAG Section 4.13.10]* http://www.access-board.gov/adaag/html/adaag.htm - 4.13.10				
8. Does the room configuration provide adequate maneuvering space for a person using a wheelchair to enter the restroom? (See item IV-4 page 6 for discussion on closures.) -- - To use the restroom fixtures? *[ADAAG Section 4.23.3 and Figure 25]* http://www.access-board.gov/adaag/html/adaag.htm - 4.23.3 http://www.access-board.gov/adaag/html/figures/fig25.html	-- --	-- --	-- --	
9. Is there a 36 inch wide path to all fixtures? *[ADAAG Section 4.23.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.23.3				
10. Is the mirror's bottom edge of the reflecting surface mounted at 40 inches or lower? *[ADAAG Section 4.19.6]* http://www.access-board.gov/adaag/html/adaag.htm - 4.19.6				
11. Is the centerline of the toilet 18 inches from the wall and are flush control handles on the wide-side of the toilet? *[ADAAG Section 4.16.5 and Figure 28]* http://www.access-board.gov/adaag/html/adaag.htm - 4.16.5 http://www.access-board.gov/adaag/html/figures/fig28.html				
12. Are there grab bars behind and on the side wall nearest the toilet? *[ADAAG Section 4.17.6]* http://www.access-board.gov/adaag/html/adaag.htm - 4.17.6 http://www.access-board.gov/adaag/html/figures/fig30a.html http://www.access-board.gov/adaag/html/figures/fig30c.html http://www.access-board.gov/adaag/html/figures/fig30d.html				

Topic Area	Yes	No	N/A	Comments/Solutions
13. Is the toilet seat 17 to 19 inches high? *[ADAAG Section 4.16.3 and Figure 29(b)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.16.3 http://www.access-board.gov/adaag/html/figures/fig29b.html				
II. Toilet Stalls *(ADAAG Section 4.17)* http://www.access-board.gov/adaag/html/adaag.htm - 4.17				
1. Is the stall door operable with a closed fist, inside and out? See item #25 page 6. *[ADAAG Section 4.17.5]* http://www.access-board.gov/adaag/html/adaag.htm - 4.17.5				
2. Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet clear, with an out swinging door? [In addition, is there a stall that is less accessible but that provides greater usability than a typical stall (either 36 by 69 inches or 48 by 69 inches] *[ADAAG Section 4.17.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.17.3				
3. Is the toilet properly located? -- - Are there grab bars? See items I-11, 12 and 13 above for specific accessibility requirements for toilets.	-- --	-- --	-- --	
III. Lavatories *(ADAAG Section 4.19)* http://www.access-board.gov/adaag/html/adaag.htm - 4.19				
1. Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? *[ADAAG Section 4.19.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.19.3				
2. Is the lavatory rim lower than 34 inches? *[ADAAG Section 4.19.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.19.2				
3. Is there at least 29 inches from the floor to bottom of the lavatory apron, and 27 inches of clearance at a distance of 8 inches back from the apron (excluding pipes)? *[ADAAG Section 4.19.2 and Figure 31]* http://www.access-board.gov/adaag/html/adaag.htm - 4.19.2 http://www.access-board.gov/adaag/html/figures/fig31.html				
4. Can faucets be operated with a closed fist? *[ADAAG Section 4.19.5 (ref. 4.27.4)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.19.5				
5. Are pipes under the sink insulated or otherwise protected against contact? *[ADAAG Section 4.19.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.19.4				
6. Are hand dryers and soap and other dispensers 48 inches high at the point where the product is dispensed? -- - Are they usable with a closed fist? *[ADAAG Section 4.22.7 & 4.23.7 (ref. 4.27)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.22.7	-- --	-- --	-- --	

Topic Area	Yes	No	N/A	Comments/Solutions
IV. Urinals *(ADAAG Section 4.18)* http://www.access-board.gov/adaag/html/adaag.htm - 4.18				
1. Does one urinal have a 30-inch-wide by 48-inch-deep clear space in front? *[ADAAG Section 4.18.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.18.3				
2. Does one urinal have an elongated lip that is less than 17inches above the floor? *[ADAAG Section 4.18.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.18.2				
V. Bathtubs (ADAAG Section 4.20) http://www.access-board.gov/adaag/html/adaag.htm - 4.20				
1. If present, is the bathtub accessible? Bathtubs are not common place. If such a fixture exists, contact the ADA Coordinator's Office for assistance. *[ADAAG Section 4.20]* http://www.access-board.gov/adaag/html/adaag.htm - 4.20				
VI. Showers (ADAAG Section 4.21) http://www.access-board.gov/adaag/html/adaag.htm - 4.21				
1. If present, is at least one showers stall 36 inches by 36 inches in size? Or as an alternate 30 by 60 inches. *[ADAAG Section 4.21.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21.2				
2. Is there a 36 inch wide by 48 inch long (60 inches for larger stalls), clear floor space adjacent to the shower stall? *[ADAAG Section 4.21.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21.2				
3. Is there a seat in the 36x36 stall, opposite the wall in which the controls are located? *[ADAAG Section 4.21.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21.3				
4. Does the shower stall have grab bars, on the front and rear walls of a 36x36 stall and all walls of a 30x60 stall? *[ADAAG Section 4.21.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21.4				
5. Are shower controls located between 38 and 48 Inches high and opposite the seat in a 36x36 stall - or on the "long" wall of a 30x60 stall? *[ADAAG Section 4.21.5]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21.5				
6. Is a shower spray unit (capable of being held in the hand) with a 60 inch long hose provided? *[ADAAG Section 4.21.6]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21.6				
7. If a curb is provided at a 36x36 stall, is it less than ½ inch high? (No curb is allowed in the 30x60 stall.) *[ADAAG Section 4.21.7]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21.7				

D. Priority 4: Miscellaneous Access

When amenities such as public telephones and drinking fountains are provided to the general public, they should also be accessible to people with disabilities.

Topic Area	Yes	No	N/A	Comments/Solutions
I. Drinking Fountains and Telephones *(ADAAG Sections 4.15 & 4.31)* http://www.access-board.gov/adaag/html/adaag.htm - 4.15 http://www.access-board.gov/adaag/html/adaag.htm - 4.31				
1. If provided, is there at least one drinking fountain with clear floor space of at least 30 by 48 inches in front? *[ADAAG Section 4.15.5(2)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.15.5				
2. Does the water fountain have 27 inches of knee clearance? *[ADAAG Section 4.15.5(1)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.15.5				
3. Is there one fountain with its spout no higher than 36 inches above the ground and another with a standard height spout (or a single "hi-lo" fountain?) *[ADAAG Section 4.15.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.15.2				
4. Are controls mounted on the front or on the side near the front edge, and operable with one closed fist? *[ADAAG Section 4.15.4]* http://www.access-board.gov/adaag/html/adaag.htm - 4.15.4				
5. Does the fountain protrude less than 4 inches into the path of travel? *[ADAAG Section 4.4.1]* http://www.access-board.gov/adaag/html/adaag.htm - 4.4.1				
6. If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one? *[ADAAG Section 4.31.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.31.2				
7. Is the highest operable part of the phone (generally the coin slot) no higher than 48 inches (up to 54 inches if a side approach is possible)? *[ADAAG Section 4.31.3 (ref. 4.2.5 or 4.2.6)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.31.3				
8. Does the phone protrude less than 4 inches into the path of travel? *[ADAAG Section 4.31.4 (REF. 4.4.1)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.31.4				
9. Does the phone have push-button controls? *[ADAAG Section 4.31.6]* http://www.access-board.gov/adaag/html/adaag.htm - 4.31.6				
10. Is the phone hearing aid compatible? Hint: look for a blue grommet where the cord enters the headset. *[ADAAG Section 4.31.5(1)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.31.5				
11. Is the phone adapted with volume control? *[ADAAG Section 4.31.5(2)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.31.5				

Topic Area	Yes	No	N/A	Comments/Solutions
12. Is the phone with volume control identified with appropriate signage? *[ADAAG Section 4.30.7(2)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.30.7				
13. Is one of the phones equipped with a telecommunications device for the Deaf? That is, (TT/TY/TDD) telephones. *[ADAAG Section 4.31.9]* http://www.access-board.gov/adaag/html/adaag.htm - 4.31.9				
14. Is the location of the TDD identified by accessible signage bearing the International TDD Symbol? *[ADAAG Section 4.30.7(3)]* http://www.access-board.gov/adaag/html/adaag.htm - 4.30.7				
15. If alarms are provided, do they include both visual and audible alarms? *[ADAAG Section 4.28.1]* http://www.access-board.gov/adaag/html/adaag.htm - 4.28				
16. Can audible alarms be heard throughout the facility. *[ADAAG Section 4.28.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.28.2				
17. Are visual alarms present in all common use rooms and restrooms? *[ADAAG Section 4.28.3]* http://www.access-board.gov/adaag/html/adaag.htm - 4.28.3				

E. Occupancy Type 1: Restaurants and Cafeterias

If dining establishments are open to facility occupants or the public, they must be equally accessible to people with disabilities. People with disabilities cannot be restricted to a single segment of the dining facility. In addition, the requirements of subcategories A through D (pages 1 through 22) shall apply to facilities in this occupancy group.

Topic Area	Yes	No	N/A	Comments/Solutions
I. Restaurants *(ADAAG Sections 5.1 through 5.9)* http://www.access-board.gov/adaag/html/adaag.htm – rest				
1. If fixed seating (booths or tables and chairs) is provided, then at least 5% of all tables (but no less than one) shall conform to the height and clear floor and knee space requirements of ADAAG 4.32? (See items V-1 through V-4 on page 8 for additional details) *[ADAAG Sections 4.1.3(18) and 4.32]* http://www.access-board.gov/adaag/html/adaag.htm - 4.1.3(18) http://www.access-board.gov/adaag/html/adaag.htm - 4.32				
2. If separate areas are provided for smoking or non-smoking patrons, is there accessible fixed seating in both areas?				
3. If food or drink is served at a counter or bar is a 60" long segment of the counter or bar lower to meet the requirements of Section 4.32 as noted in item # 1 above? -- - If not, is accessible seating at a fixed table or booth provided in this same area? *[ADAAG Sections 5.2 and 4.32]* http://www.access-board.gov/adaag/html/adaag.htm - 4.32	-- --	-- --	-- --	
4. Are accessible fixed tables accessible via an access aisle of at least 36" clear width between parallel edges				

Topic Area	Yes	No	N/A	Comments/Solutions
of tables or between a wall and the table edges? *[ADAAG Section 5.3]*				
5. In newly constructed dining facilities with raised or lowered dining areas are all areas accessible? *[ADAAG Section 5.4]*				
If provided, do food service lines have a minimum clear width of 36 inches (42" preferred) to allow passage around a person using a wheelchair? -- - Are tray slides mounted no higher than 34" above the floor? -- - If provided, are at least 50% of self-service shelves within reach ranges as discussed in item III-1 page 7? *[ADAAG Section 5.5 and figure 53]* http://www.access-board.gov/adaag/html/figures/fig53.html	-- -- -- --	-- -- -- --	-- -- -- --	
6. Are self-service shelves and dispensing devices for tableware, dishes, condiments, food and beverages installed so as to comply with the above reach ranges? *[ADAAG Section 5.6 and figure 54]* http://www.access-board.gov/adaag/html/figures/fig54.html				
7. Are vending machines and equipment in compliance with the above reach ranges and located on an accessible route. *[ADAAG Section 5.8]*				
8. In banquet rooms or spaces where a head table or speaker's lectern is located on a raised platform, is it on an accessible route and accessible via a ramp or platform lift? (See discussion regarding ramps and platform lifts on pages 4 to 5 and 9 of this checklist.) -- - Are open edges of a raised platform protected by placement of tables or by a 4" (minimum) curb? *[ADAAG Section 5.7]*	-- --	-- --	-- --	

### F.	Occupancy Type 2: Mercantile and Shops

If mercantile establishments and shops are open to the public, they must be equally accessible to people with disabilities. In addition to the following, the requirements of subcategories A through D (pages 1 through 22) shall also apply to facilities in this occupancy group.

Topic Area	Yes	No	N/A	Comments/Solutions
I. Business and Mercantile *(ADAAG Sections 7.1 through 7.4)* http://www.access-board.gov/adaag/html/adaag.htm - bus				
1. **Sales and Service Counters, Teller Windows, Information Counters.** In areas used for transactions where counters have cash registers and are provided for sales or distribution of goods or services to the public, is at least one portion of the counter(s) (minimum of 36 inches in length) at a maximum height of 36 inches above the finish floor? -- - Are the counters on an accessible route?	-- --	-- --	-- --	

Topic Area	Yes	No	N/A	Comments/Solutions
Are the accessible counters dispersed throughout the building or facility? *[ADAAG Sections 7.2(1)]*				
2. **Sales and Service Counters, Teller Windows, Information Counters.** In areas used for transactions that <u>may not have a cash register</u> but at which goods or services are sold or distributed including, but not limited to, ticketing counters, teller stations, registration counters in transient lodging facilities, information counters, box office counters and library check-out areas, -- is there Is a portion of the main counter a minimum of 36 inches in length with a maximum height of 36 inches? Or -- Is an auxiliary counter with a maximum height of 36 inches in close proximity to the main counter? Or -- Is a means of equivalent facilitation provided? *[ADAAG Sections 7.2(2)]*	-- -- -- --	-- -- -- --	-- -- -- --	
3. **Sales and Service Counters, Teller Windows, Information Counters.** In public facilities where counters or teller windows have solid partitions or security glazing to separate personnel from the public, at least one of each type shall provide a method to facilitate voice communication. -- Is the method of communication accessible to both individuals who use wheelchairs and individuals who have difficulty bending or stooping.? *[ADAAG Sections 7.2(3)]*	-- --	-- --	-- --	
4. **Check out Aisles.** if new construction and the selling area exceeds 5,00 square feet, area accessible check-out aisles provided in conformance with the required ratio? -- Is the clear aisle width for accessible check-out aisles a minimum of 36 inches and the maximum adjoining counter height not more than 38 inches (above the finish floor? -- Is the accessible check out isle identified with signage? *[ADAAG Sections 7.3]*	-- -- -- --	-- -- -- --	-- -- -- --	
5. **Security Bollards.** Is any device used to prevent the removal of shopping carts from store premises preventing access or egress to people in wheelchairs? -- If so, is an alternate entry that is equally convenient to that provided for the ambulatory population being provided.? *[ADAAG Sections 7.4]*	-- --	-- --	-- --	

G. Occupancy Type 3: Transient Lodging (Hotels and Motels)

Transient lodging facilities are designed to be open to the public, hence they must be equally accessible to people with disabilities. In addition to the following, the requirements of subcategories A through D (pages 1 through 22) shall also apply to facilities in this occupancy group. Consider also the requirements of sub-categories E (Restaurants) and F (Mercantile) as dining and shopping facilities are frequently provided.

Topic Area	Yes	No	N/A	Comments/Solutions
Transient Lodging *(ADAAG Sections 9.1 - 9.5.3)* http://www.access-board.gov/adaag/html/adaag.htm - bus				
I. General Requirements *(ADAAG Sections 9.1 - 9.1.5)*				
1. Are accessible sleeping rooms or suites provided in conformance with ADAAG requirements? -- In addition, in hotels, of 50 or more sleeping rooms or suites, are accessible sleeping rooms or suites provided with a roll-in shower complying with above noted ADAAG requirements. *[ADAAG Sections 9.1.2]* http://www.access-board.gov/adaag/html/adaag.htm - 4.21 http://www.access-board.gov/adaag/html/figures/fig57a.html http://www.access-board.gov/adaag/html/figures/fig57b.html	-- --	-- --	-- --	
2. Sleeping accommodations for people with hearing impairments. In addition to those accessible sleeping rooms and suites noted above, are sleeping rooms and suites complying with items III-1 and 2, page 19 (Visual Alarms, Notification Devices, and Telephones) provided in conformance with ADAAG requirements? *[ADAAG Sections 9.1.3]*				
3. Classes of Sleeping Accommodations. • In order to provide persons with disabilities a range of options equivalent to those available to other persons served by the facility, sleeping rooms and suites required to be accessible item # 1 above must be dispersed among the various classes of sleeping accommodations available to patrons of the place of transient lodging. Factors to be considered include room size, cost, amenities provided, and the number of beds provided. Are you providing this range of accommodation options? -- - • Equivalent Facilitation. For purposes of this section, it shall be deemed equivalent facilitation if the operator of a facility elects to limit construction of accessible rooms to those intended for multiple occupancy, provided that such rooms are made available at the cost of a single occupancy room to an individual with disabilities who requests a single-occupancy room. Do you provide this option ? (Not required if answer to first bullet is "yes".) *[ADAAG Sections 9.1.4]*	-- --	-- --	-- --	
II. Accessible Units, Sleeping Rooms and Suites *(ADAAG Sections 9.2 - 9.2.2)*				
1. Do sleeping rooms have a 36 inch clear width maneuvering space located along both sides of a bed?				

Topic Area	Yes	No	N/A	Comments/Solutions
When two beds are provided in a room, is a 36 inch wide maneuvering space located between the beds? *[ADAAG Sections 9.2.2(1)]*				
2. Are all accessible spaces and elements, including telephones, within the unit, sleeping room, or suite connected by an accessible route? See items II-1 through 5 on page 4 of this checklist for accessible route requirements. *[ADAAG Sections 9.2.2(2)]*				
3. Do doors and doorways designed to allow passage into and within all sleeping rooms, suites or other covered units comply with items IV-1 through 7 on page 5 of this checklist? *[ADAAG Sections 9.2.2(3)]*				
4. If cabinets, shelves, closets, and drawers are provided, is at least one of each type provided within the 15" to 48" high reach limitations?. Additional storage may be provided outside of these dimensions. *[ADAAG Sections 9.2.2(4)]*				
5. Are all controls (light/fan switches, thermostats, emergency call devices etc.) provided within the 15" to 48" high reach limitations? -- Can they be operated with a closed fist? *[ADAAG Sections 9.2.2(5)]*	-- --	-- --	-- --	
6. If provided as part of an accessible unit, sleeping room, or suite, are the following spaces accessible and on an accessible route?: • the living area. • the dining area. • at least one sleeping area. • patios, terraces, or balconies. • at least one full bathroom (i.e., one with a water closet, a lavatory, and a bathtub or shower). See full requirements under Priority 3, page 9. • if only half baths are provided, at least one half bath. • if provided, carports, garages/ parking spaces *[ADAAG Sections 9.2.2(6)]*				
7. If provided as accessory to a sleeping room or suite, then kitchens, kitchenettes, wet bars, or similar amenities must be accessible. Is there a 30" x 48" clear floor space (for front or parallel approach to cabinets, appliances, counters, and sinks) provided? -- - Are countertops and sinks mounted at a maximum height of 34 inches above the floor? -- - Is at least fifty percent of shelf space in cabinets or refrigerator/freezers within the reach ranges of 15 to 48 inches? -- - Does the space allow for operation of cabinet and/or	-- -- -- -- -- --	-- -- -- -- -- --	-- -- -- -- -- --	

Topic Area	Yes	No	N/A	Comments/Solutions
appliance doors so that all cabinets and appliances are accessible and usable? -- - Are controls and operating mechanisms operable with a closed fist?.	-- --	-- --	-- --	
8. Are accommodations (visual alarms, phones, etc.) provided in sleeping rooms for persons with hearing impairments (as required by item I-2 above and complying with items III-1 and III-2 below)? *[ADAAG Sections 9.2.2(8)]*				
III. Visual Alarms; Notification Devices; Telephones (*ADAAG Sections* 9.3 - 9.3.2)				
1. When required by item I-2 on page 17 of this section, are auxiliary visual alarms provided and do they comply ADAAG requirements? -- - Are visual notification devices provided in units, sleeping rooms and suites to alert room occupants of incoming telephone calls and a door knock or bell? *[ADAAG Section 9.3.1)]*	-- --	-- --	-- --	
2. Are permanently installed telephones equipped with volume controls complying with ADAAG requirements? -- - Is there an accessible electrical outlet within 4 feet of a telephone connection to facilitate use of a text telephone? *[ADAAG Sections 9.3.1)]*	-- --	-- --	-- --	
IV. Other Sleeping Rooms and Suites (*ADAAG Section* 9.4)				
1. To facilitate occupant interaction between accessible and non-accessible rooms, are doors and passageways leading into the non-accessible rooms equipped with lever style hardware, have an opening force of 5 lbs. or less, a minimum of 36" wide and have a threshold of less than ½" in height? *[ADAAG Sections 9.4)]*				
V. Transient Lodging: Homeless Shelters, Halfway Houses, Transient Group Homes, and Other Social Service Establishments. (*ADAAG Section* 9.5.1 through 9.5.2)				
1. In new construction all public use and common use areas are required to be designed and constructed to comply with all applicable portions of this checklist. At least one of each type of amenity (such as washers, dryers and similar equipment installed for the use of occupants) in each common area shall be accessible and shall be located on an accessible route to any accessible unit or sleeping accommodation. Do you fully comply with this requirement? *[ADAAG Sections 9.5.1)]*				

Topic Area	Yes	No	N/A	Comments/Solutions
2. 9.5.2 Alteration Requirements. (1) Social service establishments which are not homeless shelters: • The provisions of 9.5.3 and 9.1.5 shall apply to sleeping rooms and beds. http://www.access-board.gov/adaag/html/adaag.htm - 9.1.5 http://www.access-board.gov/adaag/html/adaag.htm - 9.5.3 • Alteration of other areas shall be consistent with the new construction provisions of 9.5.1. http://www.access-board.gov/adaag/html/adaag.htm - 9.5.1 (2) Homeless shelters. If altered, the following apply: • Does at least one public entrance shall allow a person with mobility impairments to approach, enter and exit including a minimum clear door width of 32 inches? --				
	-- --	-- --	-- --	
• Do accessible sleeping spaces include doors to the sleeping area with a minimum clear width of 32 inches and maneuvering space around the beds complying with item II-1 of this section? --				
	-- --	-- --	-- --	
• Is there at least one toilet room for each gender or one unisex toilet room that meets the full requirements of Priority 3, page 9 of this checklist with respect to?				
minimum clear door width of 32 inches, _____	-- --	-- --	-- --	
minimum 5 foot diameter turning space, _____	-- --	-- --	-- --	
water closet(s), _____	-- --	-- --	-- --	
lavatory(ies), _____	-- --	-- --	-- --	
and, if provided, at least one tub or shower ____ Does the door have a privacy latch? --	-- --	-- --	-- --	
	-- --	-- --	-- --	
• Is there at least one common area that a person with mobility impairments can approach, enter and exit including a minimum clear door width of 32 inches? --				
	-- --	-- --	-- --	
• Does at least one route with a minimum clear width of 36 inches use and other accessible route features connect the above four elements such that a person with mobility impairments can utilize them? See items II-1 through II-5 on page 4 of this checklist. Operators of homeless shelters can comply with the five (above) provisions by providing the above elements on one accessible floor. *[ADAAG Sections 9.5.2)]*				
VI. Accessible Sleeping Accommodations in New Construction. (*ADAAG Section* 9.5.3) http://www.access-board.gov/adaag/html/adaag.htm - 9.5.3				
Are accessible sleeping rooms provided in conformance with the table in item I-1 of this section? -- -				
	-- --	-- --	-- --	
Do they fully comply with provisions of this section as they relate to Accessible Units, Sleeping Rooms and Suites (where the items are provided)?				

Topic Area	Yes	No	N/A	Comments/Solutions
Are there additional sleeping rooms that comply with the provisions of item #2 of this section (Sleeping Accommodations for Persons with Hearing Impairments) and the table noted therein? -- - If your facility contains multi-bed rooms or spaces, do the number of beds equal the percentages prescribed in the table listed under item I-1 of this section and do they fully comply with provisions of this section? *[ADAAG Sections 9.5]* http://www.access-board.gov/adaag/html/adaag.htm - 9.5	-- --	-- --	-- --	

Section II: COMMUNICATIONS ACCESSIBILITY

Communications access refers to the way that information is received and transmitted. When evaluating your program in terms of access to communication, you will be assessing the four different ways in which communication occurs: aural, oral, cognition, and visual. It is important to keep in mind that there are four distinct, broad populations that are affected by your level of accessibility in this area. These are: persons with impaired hearing, speech, cognition, and vision. In some ways, communications access is more challenging to provide than architectural access. A well-built and designed ramp will provide access to a wide variety of persons with mobility impairments. Large print, on the other hand, will only provide access to a portion of the population with visual impairments.

Topic Area	Yes	No	N/A	Comments/Solutions
1. Does the business have information that is communicated visually? (Note: information communicated visually includes menus, brochures, enrollment forms, handbooks, videotapes, flip charts, slides, posters, graphic directional signs, and so forth.)				
2. Are all videotapes closed-captioned?				
3. Is written information available in large print and Braille?				
4. Are staff assigned and trained to assist a person who is blind or visually impaired when using the computer, reviewing training manuals, maneuvering in the business.?				
5. Are telephone conversations lengthy, complex, technical or personal?				
6. Does the business have a TDD?				
7. If so, have staff been trained on the appropriate use of a TDD?				
8. Is there a mechanism for ensuring that people who are deaf or hearing impaired are aware of an activated fire or smoke alarm?				
9. Is there an established emergency evacuation procedure that addresses the needs of persons with disabilities? (This should include the evacuation of persons with mobility impairments.)				
10. Have staff been trained in this procedure?				
11. Who responds to emergency calls from the elevator?				

Section III: Blue Star Program Levels

The Blue Star Program has three levels:
- ♿ One Star for wheelchair access
- ♿ An additional Gold Star for being accessible to people with sensory impairments like, blindness, deafness, or hear of hearing
- ♿ A Second Gold Star if your business hires people with disabilities

Checklist Evaluator(s): _____

_____

_____

Evaluation Date: _____

How to use this checklist

Background:

The following checklist is designed to assist in the evaluation of facilities for their compliance to the requirements of the American's with Disabilities Act. Construction standards by which facilities can be "measured" are the *American's With Disability Act Accessibility Guidelines*, or more commonly known as ADAAG. ADAAG requirements have been adopted into regulation by the U.S. Department of Justice and are considered the minimum standards of acceptable compliance. The content of the ADAAG is often cited by the U.S. DOJ in cases brought before the legal system for resolution.

Methods for Utilizing the Checklist:

- *General Discussion.* The checklist is designed to be used in three different manners. As a stand alone hard copy document (augmented by a hard copy of the ADAAG), as an electronic file that can be loaded into a laptop or personal computer (augmented by either a hard copy or electronic version of the ADAAG), or as an electronic file on a PC that is linked to the internet. Each method has distinct advantages and disadvantage when compared to each other. A description and comparison of each version follows.

- *Stand Alone Hard Copy.* This method is best suited for field work where the auditor will be working at remote sites or under conditions where there is an exposure to the environment (such as the field review of parks, trails, campgrounds, streets and highways, and other "outdoor" settings.) It can be less cumbersome than carrying around a laptop computer, but requires that a second 'resource' document (the ADAAG) be available. Its advantages include: durability under extreme weather conditions, easily replaced and does not require a substantial capital investment. Its disadvantages are that it is not as user-friendly as the other methods in that it requires the user to have a general knowledge of the requirements and to physically look them up (taking extra time.) Also, data entered manually to the forms in the field, will require "re-entry" into electronic media at a later time.

- *Electronic File on a Stand Alone Laptop or PC.* This method is ideal for use by the auditor when the facility under review provides reasonable protection from the elements and power sources are readily available to power the PC or recharge the laptop. In an "ideal situation" this method would involve the use of the electronic "checklist" file in conjunction with a commercially purchased ADAAG summary document (such as

"*ADA Help"* distributed by Even Terry Associates, Birmingham Alabama.) This process will allow the auditor to view "hidden text" within the checklist, use electronic search features to cross reference ADAAG requirements within the commercial ADAAG summary document, and to make entries in such a manner that they can be incorporated into future MS Word reports and documents (and potentially the statewide database.) Disadvantages include costs, not only the commercially available ADAAG summary document (about $100/copy), but also the cost of a laptop or PC. This method's dependence on quality power sources can also be a disadvantage in remote locations of the state.

- ***Electronic File on a Laptop or PC with Internet Connectivity.*** This method of audit is very similar to the stand alone system described above, with the exception that it relies on internet access instead of a "preloaded" summary document for cross referencing ADAAG requirements. However, it is even less suited to remote site audits as it not only requires a quality power source but also an internet link. On the plus side, this option provides the quickest cross reference method to ADAAG requirements. In addition, since it ties directly to the Access Board website, users are insured that they obtain only the most current and up-to-date information. It also provides access to pending or proposed standards applicable to non-traditional facilities (such as harbors, recreation facilities and vessels.)

SPECIAL FEATURES OF THE ELECTRONIC VERSION OF THE CHECKLIST FILE:

When viewing the checklist electronically one will immediately notice two special features: a portion of the text which appears in yellow highlight, and website (URL) hyperlinks which appear in blue text. URL hyperlinks can be activated only when connected to the internet by simply "clicking" on the blue text. The corresponding ADAAG reference materials will automatically appear. Once in the ADAAG reference you may view associated "links" contained therein, by simply clicking on those links. To return to your word document, simply click on the "MS Word" icon in your computer's taskbar. Yellow "highlight" denotes hidden text (actually comments) which appears when the cursor is placed over the highlighted text (no need to click.) These comments can be printed out by going into the tools menu and selecting "options", then the "print" tab and checking (o) the "Hidden Text" box. Comments will print at the end of the checklist.

IMPORTANT:

Before using an electronic version of this "master" document, create a project copy using the "save as" feature.

Getting Started:

In preparation for conducting an audit of your facility you will need to gather up the following tools:
- A tape measure at least 8 feet in length.
- A carpenter's hand level 24" in length (an additional level 48" in length is also recommended.)
- A fish weighing device (the type with a snap ring at one end and a pull handle at the opposite end.)
- A copy of the ADAAG reference document, either hard copy or in an electronic format.

Other recommended tools might include:
- A digital camera.
- A electronic slope measuring device which reads slopes directly.
- Recording media, be it an electronic (computer) notebook or something as simple as pencil and paper.
- If available, an assistant.

Hinits when taking measurements (Horizontal and Vertical):

Taking measurements to determine if your facility meets the required widths and clearances is relatively straight forward. However, there are instances where one must pay special attention to the ADAAG requirements and the manner in which measurements are to be taken. Is the measurement a maximum or Minimum, to be within a given range, or is it "absolute"?
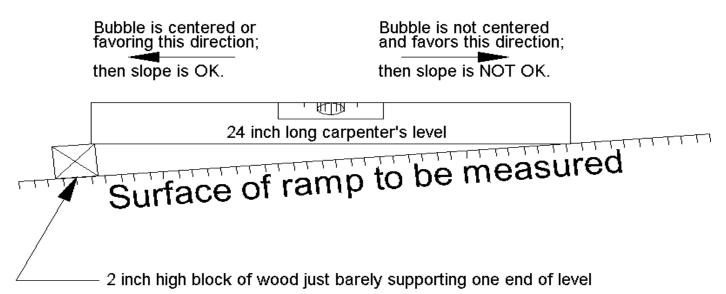
Prior to measuring a particular element always refer to the ADAAG requirements and associated graphics to determine the requirements applicable to the given element. ADAAG will typically indicate dimensions in one of three ways. First there is the minimum or maximum distance required. This dimension is generally depicted on the figure followed by the caption *"min" or "max".*   Second style is an allowable range, which is depicted on the figure as a series of number such as " 30 –36 inches". When a range is provided, the element is considered accessible if the measurement falls anywhere within the range. The final designation is absolute, and occurs when a figure indicates a single number and it is NOT followed by the caption *"min" or "max".*   The right hand illustration of the following "figure" illustrates an example of each of these three designations. The height of the toilet paper dispenser and the length of the grab bars are examples of minimums. The height of the grab bars and the toilet are examples of ranges. The 12 inch dimension depicting the distance from the back wall to the starting point of the grab bars is an absolute dimension. See the following electronic reference or the hard copy version of ADAAG Figure 29.

http://www.access-board.gov/adaag/html/figures/fig29.html

Hinits when determinimg slopes (generally associated with ramps or accessible routes.)

ADAAG often defines the maximum allowable slope of ramps and routes within the "accessible routes" in two methods – either by a percentage of slope or by a ratio such as "one in twelve". This designation can be confusing as written, but can be dramatically simplified if stated some what differently.

First consider the maximum allowable amount of slope, 8.33% (or 1:12), for any ramp. Basically what this is telling you is that for every inch of vertical rise in the ramp its horizontal projection needs to be 12". Complicated perhaps, but easy to check in the field with your 24" level and a 2" high block of wood. To check for compliance place the 2" high block on the walking surface of the ramp. Next place your 24" long level such that one end barely rests on the block and the opposite end rests on the "uphill" side of the ramp. Now look at the bubble in the level. If it is centered or "favoring" the block end off the level your ramp meets the 1:12 requirement. See the following diagram:

This same technique can be used to check slopes at 5% (or 1:20) by using a block that is 1 and ¼ inches tall, or for a slope of 2% (or 1:50) by using a block that is ½" tall. (NOTE: if using a 48" long level, double the height of the blocks.) When checking ramps or surfaces check the slope at several locations as variations in the slope can exist. This is especially true on asphalt or concrete ramps.