

OFF-SITE ACCESSIBILITY CHECKLIST

If you are going to hold workshops, conferences, hearings, or any other activity related to state government, you are obligated to insure that the facilities you select are accessible. Do not presume that a facility previously accessible necessarily remains accessible. Use this checklist for each facility *every time* you intend to use that facility.

The following checklist is provided to assist you. Complete this form for each facility you use and maintain with the planning file.

Be sure to include the “accommodation” language found in the Communications, Auxiliary Aides Policy included in this tool box, on all announcements.

OFF-SITE ACCESSIBILITY CHECKLIST

	YES	NO
<u>Exterior</u>		
Is at least 1 of every 25 parking spaces designated as accessible?		
Are accessible spaces marked with the International Symbol of Accessibility?		
Is at least 1 of every 8 accessible parking spaces van accessible?		
Are van accessible spaces marked with signs reading “Van Accessible?”		
<u>Exterior Pathway</u>		
Is there a path of travel that does not require the use of stairs?		
Is the path of travel stable, firm and slip-resistant?		
Is the path at least 36 inches wide?		
Do curbs on the pathway have curb cuts at the driveways?		
DO curbs on the pathway have curb cuts at the parking area, if necessary?		
If ramps provide an alternative path of travel, are the slopes of these ramps no greater than 1:20?		

	YES	NO
Do all ramps longer than 6" have railings on both sides of the pathway?		
Are all ramp surfaces slip-resistant?		
If there are stairs at the main entrance, is there an alternative accessible entrance with directional signage?		
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?		
Can the alternative accessible entrance be used independently?		
Does the entrance door have at least a 32" clear opening?		
Is the entrance door threshold level or beveled no higher than 1/2 inch?		
Is the entrance door handle no higher than 38" and operable with a closed fist?		
Can doors be opened with no more than a maximum of 5 pounds of force?		
If the door has an automatic closer, does it take at least 3 seconds to close?		
<u>Interior Areas</u>		
Do interior doors have at least a 32" clear opening?		
Are the door thresholds level or beveled no higher than 1/2 inch?		
Are door handles no higher than 38" and operable with a closed fist?		
Are all doors equipped with level, loop or push bar handles?		
Can doors be opened with no more than a maximum of 5 pounds of force?		
Do all alarms have both audible and visual signals?		
Is there sufficient lighting in all pathways?		
Is there an accessible route to the meeting area that is at least 36" wide?		

	YES	NO
Is there a 5-foot circle or a t-shaped space for a person using a wheelchair to reverse direction in the corridors?		
If interior ramps are used to make a route accessible, are the slopes of ramps no greater than 1:12?		
Can all objects protruding into all pathways (within 27" of the floor) be detected by a person using a cane?		
Is carpeting low-pile, tightly woven and securely attached along all edges?		
Do all interior signs includes raised lettering and Braille?		
Are the spaces for wheelchair seating in assembly areas dispersed and integrated?		
Are the tops of tables or counters between 28" and 34" high?		
Are knee spaces at accessible tables at least 27" high, 30" wide and 19" deep?		
<u>Elevator</u>		
Is there an elevator?		
If there is an elevator, are there both visible and audible door opening/closing and floor indicators?		
Are the elevator call buttons no higher than 42" from the floor?		
Is the emergency intercom in the elevator usable without voice communication?		
Are there Braille and raised letter instructions for operating the elevator and emergency communication system?		
<u>Communications</u>		
Are there accessible public telephones?		
Is there a TTY/TDD available and appropriately indicated?		
<u>Bathrooms</u>		
Does the entry door provide a 32" clear opening?		

	YES	NO
If there are two sets of entry doors opening in the same direction, is there a minimum of 4' plus the width of the in-swinging door separating the two sets of doors?		
Is a standard toilet stall provided which measures a minimum of 5' in width?		
Does the standard stall have a minimum of 36" clear space from the front of the toilet to the stall wall or door?		
Is the stall door hardware easy to operate requiring no tight grasping or twisting?		
If there are 6 or more toilet stalls, is there an alternate stall measuring 36" wide with a minimum of 36" from the tip of the toilet to the closed stall door provided in addition to the standard stall?		
Is the height of the toilet seat between 17" and 19" above the floor?		
Are both horizontal and vertical grab bars provided?		
Is the toilet paper dispenser mounted below the horizontal grab bar?		
Is the rim of the sink a maximum height of 34" above the floor with a minimum of 29" knee clearance from the floor to the bottom of the counter?		
Do the faucets have lever handles or are they electronically controlled?		
Is the mirror mounted no higher than 40" to the bottom edge?		
Is there at least one of each type of accessory (soap dispenser, towel dispenser, etc.) mounted so that the operating mechanism is no more than 40" above the floor?		
<u>Other</u> When announcing this function, did you indicate that reasonable accommodations are available upon request?		