

THE WISCONSIN AREA 75/ AA ACCESSIBILITY SELF ASSESSMENT GUIDE

Prepared by District 20

This is a guide for best practice to diminish the barriers that people with disabilities may encounter at your location.

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>1. ACCESSIBLE APPROACH & ENTRANCE</p> <p>People with disabilities should be able to arrive on site, approach a building, and enter as freely as everyone else. At least one route of travel should be safe and accessible to everyone.</p> <p>Route of Travel Is there a route of travel that does not require the use of stairs?</p> <p>Can all objects protruding into circulation paths more than 4 inches be detected by someone with a visual disability using a cane?</p> <p>Distance from wall: _____</p> <p>Height: _____</p> <p>(To be detected with a cane, an object must be within 27 inches of the ground. Objects hanging over mounted overhead must be higher than 80 inches to give clear headroom.)</p>	 <p><input type="checkbox"/> Add a ramp</p> <p><input type="checkbox"/> Add an alternative route on level ground</p> <p><input type="checkbox"/> Move/remove protruding objects</p> <p><input type="checkbox"/> Add a cane-detectable base that extends to the ground</p> <p><input type="checkbox"/> Place a cane-detectable object on the ground underneath as a warning barrier</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Do curbs on the route have cut-outs at drives, parking, and drop-off sites?</p> <p>Ramps Are slopes of ramps no greater than 1:12? (Slope is a ratio of height to length. 1:12 means for every 12 inches along the base of a ramp, the height increases 1 inch. For 1:12 maximum slope at least one foot of ramp length is needed for each inch of height.)</p> <p>Do all ramps longer than 6 feet have railings on both sides? [where rise is more than 6" or run is longer than 72"]</p>	<p><input type="checkbox"/> Install curb cut</p> <p><input type="checkbox"/> Lengthen ramp to decrease slope</p> <p><input type="checkbox"/> Relocate ramp</p> <p><input type="checkbox"/> If space is limited, reconfigure ramp to include 180° turns.</p> <p><input type="checkbox"/> Add railings</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS						
<p>Parking and Drop-off Areas</p> <p>Are an adequate number of accessible parking spaces available (9 feet wide for car plus 5-foot wide access aisle)?</p> <p>Number of car accessible spaces: _____</p> <p>The following number of accessible spaces are required:</p> <table><tr><td>Total</td><td>Accessible</td></tr><tr><td>1-25</td><td>1 van space</td></tr><tr><td>26-50</td><td>2 including 1 van space</td></tr></table>	Total	Accessible	1-25	1 van space	26-50	2 including 1 van space	<p><input type="checkbox"/> Reconfigure a reasonable number of spaces by repainting stripes</p>
Total	Accessible						
1-25	1 van space						
26-50	2 including 1 van space						

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Are accessible spaces closest to accessible entrances?</p> <p>Are accessible spaces marked with identification signs?</p> <p>Entrance</p> <p>If there are stairs at the main entrance, is there a ramp, lift, or an alternate entrance that is accessible?</p> <p><i>NOTE: Do not use a service entrance as the accessible entrance.</i></p> <p>Do all inaccessible entrances have signs giving the location of the nearest accessible entrance?</p> <p>Can the alternate entrance be used independently?</p>	<p><input type="checkbox"/> Reconfigure spaces</p> <p><input type="checkbox"/> Install signs in parking lots</p> <p><input type="checkbox"/> If the main entrance can not be made accessible, create a dignified alternate accessible entrance. Make sure accessible parking is near this entrance.</p> <p><input type="checkbox"/> Install signs so people do not have to retrace the approach.</p> <p><input type="checkbox"/> As much as possible, eliminate need for aid – to answer a doorbell, operate a lift, or put down a temporary ramp, etc.</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Does the entrance door have at least 32 inches of clear opening (at least one 32-inch leaf on a double door)?</p> <p>Clear opening: _____</p>	<p><input type="checkbox"/> Widen the door to 32 inches of clear opening</p> <p><input type="checkbox"/> Install offset (swing-clear) hinges</p> <p><input type="checkbox"/> Remove or relocate furnishings</p> <p><input type="checkbox"/> Move door</p> <p><input type="checkbox"/> Add power-assisted or automatic door opener</p> <p><input type="checkbox"/> If there is a single step with a rise of 6 inches or less, add a short ramp.</p> <p><input type="checkbox"/> If the threshold is greater than 1/2 inch high, remove it or modify it to be a ramp</p> <p><input type="checkbox"/> Replace or remove mats</p> <p><input type="checkbox"/> Lower handle</p> <p><input type="checkbox"/> Replace inaccessible knobs with levers or loop handles</p> <p><input type="checkbox"/> Retrofit with an add-on lever extension</p>
<p>Is there a clear wall space of at least 18 inches on pull side of a door (24 inches preferred), next to handle?</p> <p>Clear space: _____</p> <p>Needed for a person in a wheelchair to get close enough to open a door</p>	
<p>Is there a threshold edge 1/4 inch high or less, or beveled edge from 1/4 to 1/2 inch high?</p> <p>Height: _____</p>	
<p>Are carpeting or mats a maximum of 1/2 inch high?</p> <p>Height: _____</p>	
<p>Is the door handle no lower than 30 inches and no higher than 44 inches and operable without grasping, twisting, or turning?</p> <p>Height: _____</p>	

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Can doors be opened without excessive force (exterior doors, maximum 8.5lbf)? Force: _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Adjust door closures and oil hinges <input type="checkbox"/> Install power-assisted or automatic door openers <input type="checkbox"/> Install lighter doors
<p>2. ACCESS TO PROGRAMS AND SERVICES Does the layout of the building allow people with disabilities to obtain materials and services without assistance?</p>	
<p>Horizontal Circulation Does the accessible entrance provide direct access to the meetings and accessible restrooms?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Add ramps or lifts <input type="checkbox"/> Make another entrance accessible
<p>Are accessible routes to the meeting spaces at least 36 inches wide: Width: _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Doors Do all doors have at least a 32-inch clear opening?</p> <p>On the pull side of doors, next to the handle, is there a clear wall space of at least 18 inches (24 inches preferred) so a person using a wheelchair can get near to open the door? Space: _____</p> <p>Can doors be opened without excessive force (5 lbf maximum for interior doors)?</p> <p>Are door handles between 30 - 44 inches high and operable without grasping, twisting, or turning? Height: _____</p> <p>Are all threshold edges 1/4 inch high or less, or beveled from 1/4 to 1/2 inch high? Height: _____</p>	<p><input type="checkbox"/> Identify/widen/replace doors</p> <p><input type="checkbox"/> Reverse the door swing if safe to do so</p> <p><input type="checkbox"/> Move/remove obstructing partitions</p> <p><input type="checkbox"/> Install power-assisted or automatic door openers</p> <p><input type="checkbox"/> Adjust or replace closures</p> <p><input type="checkbox"/> Install lighter doors</p> <p><input type="checkbox"/> Adjust height of handles</p> <p><input type="checkbox"/> Replace inaccessible knobs or latches with lever or loop handles</p> <p><input type="checkbox"/> Retrofit with add-on levers</p> <p><input type="checkbox"/> Install power-assisted or automatic door openers</p> <p><input type="checkbox"/> If there is a threshold greater than 1/2 inch high, remove it or modify it to be a ramp</p> <p><input type="checkbox"/> If between 1/4 and 1/2 inch high, add bevels to both sides</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Rooms and Spaces</p> <p>Are all aisles and pathways to materials and services at least 36 inches wide? Width: _____</p> <p>In circulation paths through public areas, are all obstacles cane-detectable (within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches, from the wall)? Height: _____ Protrusion: _____</p> <p>Emergency Egress Are emergency systems (fire alarms, smoke detectors, etc.) provided?</p> <p>If so, do they have both flashing lights and audible signals?</p> <p>Are exit doors clearly marked?</p>	<p><input type="checkbox"/> Rearrange furniture and fixtures to clear aisles</p> <p><input type="checkbox"/> Remove obstacles</p> <p><input type="checkbox"/> Install furnishings, planters, or other cane-detectable barriers underneath</p> <p><input type="checkbox"/> Install visible and audible alarms</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Signage for Programs & Services <i>Different requirements apply to different kinds of signs.</i> If provided, do signs and room numbers designating permanent rooms and spaces where programs/services are provided comply with appropriate sign requirements?</p> <p>Are tactile signs mounted with centerline 60 inches from the floor. Height: _____</p> <p>Are raised characters between 5/8 and 2 inches high with high contrast (for room numbers, toilet rooms and exits).</p> <p>Is Brailled text of the same information available?</p> <p><i>Directional and Informational Signage</i> If mounted above 80 inches, are letters at last 3 inches with high contrast and non-glare finish? Height: _____</p>	<p><input type="checkbox"/> Provide signs that have raised letters, Grade II Braille, and meet other requirements for permanent room/space signage</p> <p><input type="checkbox"/> Provide signs that have raised letters, Grade II Braille, and meet other requirements for permanent room/space signage</p> <p><input type="checkbox"/> Review requirements and replace signs as needed</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Seats, Tables & Counters</p> <p>Are spaces for wheelchair seating dispersed throughout?</p>	<p><input type="checkbox"/> Remove some fixed seating</p> <p><input type="checkbox"/> Rearrange seating</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Vertical Circulation Are there ramps, wheelchair lifts, or elevators to all public areas?</p> <p>If there are stairs between entrances and/or elevators and essential public areas, are there accessible alternate routes on each level?</p> <p>Stairs These questions apply to stairs connecting levels not served by an elevator, ramp or lift. Do treads have a non-slip surface?</p> <p>Do stairs have continuous rails on both sides with extensions beyond the top and bottom stairs?</p>	<p><input type="checkbox"/> Install ramps or lifts</p> <p><input type="checkbox"/> Modify a service elevator</p> <p><input type="checkbox"/> Relocate goods/services to accessible areas</p> <p><input type="checkbox"/> Post clear signs directing people along accessible routes</p> <p><input type="checkbox"/> Add a non-slip surface to treads</p> <p><input type="checkbox"/> Add or replace handrails (if possible within existing floor plan)</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Elevators Are there visual and verbal or audible indicators of door openings/closing and floors?</p> <p>Are call buttons in hallways no higher than 42 inches? Height: _____</p> <p>Do controls in the elevator cab have raised and Braille lettering?</p> <p>Are there signs on (in raised and Braille letters) both doorjambes at every floor indicating the floor?</p>	<p><input type="checkbox"/> Install visual and verbal or audible signals</p> <p><input type="checkbox"/> Lower call buttons</p> <p><input type="checkbox"/> Provide permanently attached reach sticks</p> <p><input type="checkbox"/> Install raised lettering and Braille next to buttons</p> <p><input type="checkbox"/> Install tactile signs to identify floor numbers, 60 inches from the floor</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Lifts Can the lift be used without assistance?</p> <p>Is there a clear space of at least 30 by 48 inches for someone in a wheelchair to reach the controls and use the lift.</p> <p>3. USABILITY OF TOILET ROOMS When restrooms are open to the public, they should be accessible to people with disabilities.</p> <p>Getting to toilet rooms Is at least one fully accessible toilet room available to the public (one for each sex or unisex)?</p> <p>Are there signs at inaccessible rest rooms that give directions to accessible ones? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Doorways & Passages Is there tactile signage identifying rest rooms (mount signs on wall, on the latch side of the door, per permanent signage requirements)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Are pictograms or symbols used to identify toilet rooms? <input type="checkbox"/> YES <input type="checkbox"/> No</p>	<p><input type="checkbox"/> At each stopping level, post clear instructions for using the lift</p> <p><input type="checkbox"/> Rearrange furnishings and equipment to clear more space</p> <p><input type="checkbox"/> Reconfigure toilet room</p> <p><input type="checkbox"/> Combine toilet rooms to create one unisex accessible toilet room</p> <p><input type="checkbox"/> Install directional signs</p> <p><input type="checkbox"/> Add accessible signage placed to the side of the door, 60 inches to centerline - not on the door itself</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Is the doorway clearance at least 32 inches? Clear width: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Are doors equipped with accessible handles (operable with a closed fist), 44 inches high or less: less:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Does the entry setup provide adequate maneuvering space for a person using a wheelchair? Space: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>(A person in a wheelchair needs 44 inches of clear width for forward movement, and a 5-foot diameter or T-shape clear space to make turns. A minimum 48 inches clear of the door swing is needed between the two doors of an entry vestibule)</i></p> <p>Is there a 44-inch wide path to all fixtures? Width: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Stalls Is the tall door operable without grasping, turning or twisting? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> Install offset (swing-clear) hinges</p> <p><input type="checkbox"/> Widen the doorway</p> <p><input type="checkbox"/> Lower handles</p> <p><input type="checkbox"/> Replace knobs/latches with levers or loop handles</p> <p><input type="checkbox"/> Add lever extensions</p> <p><input type="checkbox"/> Install power-assisted or automatic door openers</p> <p><input type="checkbox"/> Rearrange chairs, trashcans, etc.</p> <p><input type="checkbox"/> Remove inner door if there is a vestibule with two doors</p> <p><input type="checkbox"/> Move or remove obstructing partitions</p> <p><input type="checkbox"/> Remove obstructions</p> <p><input type="checkbox"/> Replace inaccessible knobs with levers or loop handles</p> <p><input type="checkbox"/> Add lever extensions</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>Is there a wheelchair accessible stall with a clear area at least 56" x 63" from the door swing? Length: _____ Width: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>In the accessible stall, are there grab bars on the walls behind and to the side of nearest the toilet?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Is the toilet seat 17 to 19 high? Height: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Lavatories Does one lavatory have a 30-inch wide by 48-inch deep clear space in front? Space: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Is the lavatory rim no higher than 34 inches?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Can the faucet be operated without grasping, twisting, or turning?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> Move or remove partitions <input type="checkbox"/> Reverse the door swing if it is safe to do so</p> <p><input type="checkbox"/> Add grab bars</p> <p><input type="checkbox"/> Add raised seat</p> <p><input type="checkbox"/> Rearrange furnishings <input type="checkbox"/> Replace lavatory <input type="checkbox"/> Remove/alter cabinetry to provide space <input type="checkbox"/> Move partition or wall</p> <p><input type="checkbox"/> Adjust or replace lavatory</p> <p><input type="checkbox"/> Replace with paddle handles</p>

Combined Physical/Program Access Assessment Questions

Facility Name: _____

ACCESS ELEMENT	POSSIBLE SOLUTIONS
<p>7. EMERGENCY EVACUATION Locations must ensure the safety of participants with disabilities during emergencies</p> <p><i>Evacuation Plan</i> Do you have an emergency evacuation plan that identifies the roles of key people who would assist individuals with disabilities?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Does the emergency warning system include a system of flashing lights?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p><input type="checkbox"/> If NO, the evacuation plan will be developed and in place by _____ (date)</p> <p><input type="checkbox"/> If NO, install an emergency warning system of flashing lights</p>

For additional information, contact:

The Great Lakes American's with Disability Act (ADA)

www.adagreatlakes.org

800-949-4232

Combined Physical/Program Access Assessment Questions

Facility Name: _____

**TRANSITION PLAN
SECTION THREE - CURB CUTS AND CURB RAMPS**

Facility Name & Address _____ Total Number of Curbs Cuts/Ramps: _____

Worksheet completed by: _____ Telephone #: _____ Date: _____

Locations Where Curb Cuts and Curb Ramps are Needed (or map code number)	Cost Estimate	Implementation Schedule				
		2004	2005	2006	2007	2008
	TOTAL					

Combined Physical/Program Access Assessment Questions

Facility Name: _____

**TRANSITION PLAN
SECTION FOUR - UNDUE BURDEN**

Facility Name and Address _____ Total Number of Facilities: _____

Worksheet completed by: _____ Telephone #: _____ Date: _____

Description and Location of Barrier	Description Regarding the Type of Barrier Removal Required	Cost Estimate	Explanation of Undue Burden	Description of Equivalent Facilitation to be Provided in Lieu of Barrier Removal
	TOTAL			