



APPENDIX B: BUILDING/FACILITY ACCESSIBILITY CHECKLIST

Location: _____

Type of Building or Project

- | | | | |
|----|---------------------------------------|-----------|----------|
| 1. | Is this a newly constructed building? | _____ Yes | _____ No |
| | a. Year plans were approved | _____ | |
| | b. Year built | _____ | |
| 2. | Is this an addition? | _____ Yes | _____ No |
| 3. | Is this an alteration? | _____ Yes | _____ No |
| 4. | Is this a state-owned building? | _____ Yes | _____ No |
| 5. | Is this a leased building? | _____ Yes | _____ No |
| 6. | Is Lease Agreement available? | _____ Yes | _____ No |

Lessee

Lessor

Effective: _____ to _____

This accessibility checklist was prepared in accordance with 1980 and 1986 American National Standards Institute (ANSI) accessibility guidelines. Guidelines are to be used as a source of reference when conducting facility accessibility survey.

**FACILITY ACCESSIBILITY
EVALUATION CHECKLIST
ANSI A.117.1 STANDARDS**

I. ACCESSIBLE ROUTE (4.1.2[1])*	YES	NO	N/A
1. A continuous unobstructed accessible route is provided from:			
- public transportation stops	_____	_____	_____
- accessible parking	_____	_____	_____
- accessible passenger loading zones	_____	_____	_____
- public street or sidewalk	_____	_____	_____
- walks, to accessible building entrance	_____	_____	_____
2. At least one accessible route connects with building or facility entrance, spaces and elements within.	_____	_____	_____
3. Elevators, if provided, are accessible from entrance of building along accessible route.	_____	_____	_____
4. Accessible route including interior aisles, corridors and hallway has a minimum clear width of 36 inches, except at doorways (32 inches minimum)	_____	_____	_____
The minimum width or space allowance for a single wheelchair to pass 32 inches at a point (doorways) and 36 inches continuously (i.e. corridors). The minimum width for 2 wheelchairs is 60 inches. (4.2.1-4.2.2)	_____	_____	_____
5. Walks, halls, corridors, passageways, aisles, or other circulation spaces shall have 80 inch minimum clear head room. If vertical clearance of an area adjoining an accessible route is reduced to less than 80 inches, a barrier to warn blind or visually impaired persons is provided. (4.4.2)	_____	_____	_____
6. Ground and floor surfaces along accessible routes including accessible rooms, floors (no-carpeted), walks, ramps, stairs, curb ramps are stable, shall be firm and slip-resistant. (4.5.1)	_____	_____	_____
7. Carpeting used on ground or floor surface is securely attached with exposed edges fastened to floor, with a trim along entire length of exposed edge. (4.5.3)	_____	_____	_____
II. RAMPS			
8. Curb ramps are provided wherever an accessible route crosses a curb and have a minimum width of 36 inches, exclusive of flared sides. (4.7.1/.3 - Fig.13)	_____	_____	_____

	YES	NO	N/A
9. Ramps shall have a level landing at bottom and top of each ramp with a landing length of 60 inches minimum. (4.8.4/.2)	_____	_____	_____
10. Ramps having a rise greater than 6 inches or a horizontal projection greater than 72 inches (6 feet) shall have hand-rails on both sides. (4.8.5)	_____	_____	_____
11. Top of handrail gripping surfaces shall be mounted between 30 and 34 inches above ramp surface. (4.8.5(6)) (Not in 1980 Standards)	_____	_____	_____

III. PARKING

	YES	NO	N/A
12. Parking spaces for physically disabled are located on the shortest possible accessible circulation route to accessible entrance. (4.6.1-1986); (4.6.2-1980)	_____	_____	_____
13. Parking spaces are at least <u>96</u> inches wide and have an <u>adjacent access</u> aisle <u>60</u> inches wide. (Two parking spaces may share a common access aisle). (4.6.2) (See 4.28.5)	_____	_____	_____
14. Accessible parking spaces for the physically disabled are reserved and have visible posted signage displaying International Symbol of Accessibility. (4.6.4)	_____	_____	_____

IV. DOORS - accessible entrances/egress, accessible spaces, accessible routes

15. Interior hinged doors, sliding or folding doors, have a maximum force for pushing or pulling of no more than 5 lb. force. (4.13.11/.2)	_____	_____	_____
16. Doorways have a minimum clear opening of 32 inches with the door open 90 degrees, measured between the face of the door and opposite stop. (4.13.5)	_____	_____	_____
17. At least one leaf of a two independent operated door leaves, shall have a minimum clear opening of 32 inches. (4.13.4)	_____	_____	_____
18. Door hardware, such as, handles, pulls, latches, locks and other mechanisms on doors shall have a shape that is easy to <u>grasp with one hand</u> , and does not require tight grasping, pinching or twisting of the wrist to operate. (4.13.9)	_____	_____	_____
19. The minimum space between two hinged doors in series is 48 inches plus width on any door swinging into the space. (4.13.7)	_____	_____	_____
20. Thresholds at doorways do not exceed in height 1/2 inch for exterior doors. (4.13.8)	_____	_____	_____

	YES	NO	N/A
Raised thresholds and floor level changes at accessible doorways are beveled with a slope no greater than 1/2 inch. (4.5.2)	_____	_____	_____
V. TOILET ROOMS/TOILET STALLS			
21. Accessible lavatories have narrow aprons with a clearance of at least 29 inches above the finish floor to the bottom of the apron providing knee and toe clearance. (4.19.2-1980); (4.19.2.1-1986)	_____	_____	_____
22. Lavatories (sinks) are mounted with the rim or counter surface no higher than 34 inches from the floor.(4.19.2.2-1986);(4.24.2-1980)	_____	_____	_____
23. Hot water and drain pipes under lavatories or sinks shall be insulated or otherwise configured to protect against contact.(4.19.4)	_____	_____	_____
24. If controls, dispensers, receptacles, or other equipment are provided, then at least ONE of <u>each</u> shall be on an accessible route, or as part of accessible elements. (4.22.4)	_____	_____	_____
Forward reach:			
MAXIMUM high forward reach allowed shall be of 48 inches and MINIMUM forward reach low of 15 inches. (4.2.5)	_____	_____	_____
Side reach:			
MAXIMUM high side reach allowed shall be 54 inches and no less than 9 inches above the floor. (4.2.6)	_____	_____	_____
25. Water closet seats (clear floor space) shall be at a height of 17 to 19 inches from the floor to the top of the toilet seat. (4.16.3)	_____	_____	_____
26. Side wall grab bars shall measure 36 inches from the finished floor, to the top of the rail.	_____	_____	_____
27. Grab bars are continuously graspable along the entire length, and are:			
a. 42 inches minimum width on side wall.	_____	_____	_____
b. At 36 inches maximum width centered at rear wall of toilet stall.	_____	_____	_____

	YES	NO	N/A
28. Accessible toilet stall(s) provided measure a minimum depth of 56 or 66 inches shall have <u>wall-mounted</u> water closets. (4.17.3 and Fig. 30)	_____	_____	_____
a. If the depth of toilet stalls is increased at least 3 inches (59 inches), then a floor mounted water closet may be used.	_____	_____	_____
b. Toilet rooms have an unobstructed turning space of at least 60 inch in diameter to allow for a 180 degree turn for a wheelchair. (4.22.3) (See Fig. 3)	_____	_____	_____
29. Wall-hung urinals are hung with an elongated rim at a maximum of 17 inches above the floor. Flush control shall be hand operated or automatic and shall be mounted no more than 44 inches above the floor. (4.18.4)	_____	_____	_____
A clear floor space 30 inches by 48 inches shall be provided in front of urinals to allow forward approach. (4.18.3)	_____	_____	_____
30. Doors leading to accessible toilet rooms may swing INTO the clear floor space required for fixtures, such as water closets, urinals, lavatories, and mirrors, or controls and dispensers. (4.22)	_____	_____	_____
31. Toilet paper dispenser is mounted 19 inches minimum from the finished floor. (4.16.6; Fig, 29 (b))	_____	_____	_____
32. Mirrors are mounted no higher than 40 inches from the floor to the bottom edge of the reflecting surface. (4.19.6)	_____	_____	_____
VI. DRINKING WATER FOUNTAINS	YES	NO	N/A
33. Drinking water fountain; if provided, on an accessible route has an upfront spout which is no higher than 36 inches from the floor to the spout outlet. (4.15.2)	_____	_____	_____
Clear knee space between the bottom and the floor/ground of a wall mounted fountain shall be at least 27 inches high. (4.15.5)	_____	_____	_____
a. The drinking water fountain provided feature "hi-lo" accessibility for use by individuals who use wheelchairs, convenient for those who have difficulty bending.(4.1.10;4.15)	_____	_____	_____
b. A water cooler is provided along accessible route. (4.15.1)	_____	_____	_____
c. Free-standing or built-in water fountain provided has a clear floor space at least 30 in. by 48 in. allowing a person in a wheelchair to make a parallel (side) approach to the unit. (4.14.5)	_____	_____	_____

VII. EGRESS* (4.3.10)	YES	NO	N/A
34. Accessible route entrances serving any accessible space or element also serves as a means of egress for emergencies or connect to an accessible place of rescue assistance.	_____	_____	_____
35. Is there an evacuation plan visibly posted in the office or hall area.	_____	_____	_____
36. What procedure has been established, in case of an emergency, for evacuating or assisting the physically disabled from a first floor or higher level should the elevator(s) provided become nonfunctional?	_____	_____	_____

***Shall comply with requirements established by the fire department or the appropriate local authority having jurisdiction.**

AUXILIARY AIDS/ACCOMMODATIONS/COMMUNICATION PROVIDED DISABLED

APPLICANT/PARTICIPANT/CLIENT OR STAFF

- _____ Braille/large print
- _____ Telecommunications Device for the Deaf (TDD)
- _____ Interpreter/Sign Language
- _____ Work station - accommodation
- _____ Alternative Site Plan

COMMENTS

Reviewer:

Name Title Date