

**A SEPARATE STATEMENT OF WORK MUST BE COMPLETED FOR EACH PROPOSED TRAINING COURSE**

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**APPENDIX B: BUILDING/FACILITY ACCESSIBILITY CHECKLIST  
STATEMENT OF WORK**

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**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**

<b>I.</b>	<b>ACCESSIBLE ROUTE (4.1.2[1])*</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
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- |    |  |  |  |       |
|----|--|--|--|-------|
| 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                     |  |  | _____ |

**YES      NO      N/A**

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) \_\_\_\_\_

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 96 inches wide and have an adjacent access aisle 60 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 grasp with one hand, 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) \_\_\_\_\_

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 each 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. \_\_\_\_\_

28. Accessible toilet stall(s) provided measure a minimum depth of 56 or 66 inches shall have wall-mounted 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) \_\_\_\_\_

**YES      NO      N/A**

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**

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)**

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

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Reviewer:

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Name Title Date