Program Accessibility Checklists (page 1 of 6)

Questions	Possible Solutions
Accessible Approach/Parking/Entrance Once they arrive at a program, people with disabilities should be able to approach the building and enter is as freely as anyone else. At least one route of travel to the entrance of the facility should be accessible to everyone, including people with disabilities.	

Route of Travel

	Yes	No	
Is a route of travel available that does not require the use of stairs?	[ ]	[ ]	[ ] Add a ramp if the route of travel is interrupted by stairs [ ] Add an alternative route on level ground
Is the route of travel stable, firm and slip-resistant?	[ ]	[ ]	[ ] Repair uneven pavement [ ] Fill small bumps and breaks [ ] Replace gravel with hard top
Is the route at least 36 inches wide?	[ ]	[ ]	[ ] Change or move landscaping, furnishings, or other features that narrow the route of travel [ ] Widen the route
Do curbs on the route have curb cuts?	[ ]	[ ]	[ ] Install curb cuts [ ] Add small ramps at curbs

Ramps

	Yes	No	
Are the slopes of the ramps no greater than 1:12? (Slope is the ratio of height to length: 1:12 means that for every one inch of height the ramp rises, there is at least twelve inches of length along it. Thus, the minimum length for a ramp on a three inch curb would be 36".)	[ ]	[ ]	[ ] Lengthen the ramp to decrease slope [ ] Reconfigure the ramp to include switchbacks
Do all ramps longer than 6 feet have handrails on both sides?	[ ]	[ ]	[ ] Relocate the ramp
Are handrails sturdy, and between 30 and 38 inches high?	[ ]	[ ]	[ ] Add handrails [ ] Adjust height of rails [ ] Secure rails tightly
Is the clear width of the ramp at least 36 inches?	[ ]	[ ]	[ ] Widen the ramp
Is the surface of the ramp slip-resistant?	[ ]	[ ]	[ ] Add non-slip surfacing

Questions	Possible Solutions
Parking Total number of parking spaces _____. Current number of accessible spaces _____. Required number of accessible spaces (see below) ____.	[ ] Reconfigure spaces to create ___ accessible spaces 8′ wide with a 5′access aisle. Two spaces may share one aisle

ADAAG requirements:

Total spaces in lot	Minimum # of accessible spaces	Van accessible spaces
1-25	1	1
26-50	2	1
51-75	3	1
76-100	4	1
101-150	5	1
151-200	6	1
201-300	7	1
301-400	8	1
401-500	9	1
501-1000	2% of total	1-2
1000+	20+1 for each 100 over 1000	2+

(At least 1 in every 8 accessible spaces must be van accessible)

[ ] Reconfigure to provide ____ 16′ wide van-accessible spaces

Universal parking option: Provide accessible spaces 11′ wide with a 5′ access aisle. This type of space can accommodate either a car or a van.

Questions	Yes	No	Possible Solutions
Are spaces marked with the international symbol of accessibility (see below)? Are there signs reading "Van Accessible" at van spaces?	[ ]	[ ]	[ ] Install appropriate upright signs that are not obscured by a vehicle parked in the space [ ] Move existing signs so that they are not obscured by a vehicle parked in the space
Are the access aisles part of the accessible route to the accessible entrance?	[ ]	[ ]	[ ] Add curb cuts or ramps as needed
Are the accessible spaces closest to the accessible entrance, and is a procedure in place to enforce use of accessible spaces only by those displaying a placard or other identification?	[ ]	[ ]	[ ] Relocate accessible spaces [ ] Implement an enforcement policy

Entrance

Questions	Yes	No	Possible Solutions
If there are stairs at the main entrance, is a ramp or lift also available, or is an alternative accessible entrance available? *Do not use a service entrance as the accessible entrance unless there is no other option.*	[ ]	[ ]	[ ] If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance
Do all inaccessible entrances have a sign indicating the location of the nearest accessible entrance?	[ ]	[ ]	[ ] Install signs before the inaccessible entrance so that people do not have to retrace the approach

Adapted from Adaptive Environments (1992)

Program Accessibility Checklists (page 3 of 6)

Questions	Possible Solutions
Entrance (continued) **Yes No** Are doormats 1/2 " high or less, and [ ] [ ] securely installed to prevent tripping?	[ ] Replace or remove mats [ ] Secure mats at edges
Doors **Yes No** Does the entrance door have at least 32 [ ] [ ] inches of clear opening (for a double door, at least one 32-inch leaf)?	[ ] Widen the door [ ] Install off-set (swing-clear) hinges

Is at least 18 inches of clear wall space   **Yes No**
available on the pull side of the door, [ ] [ ]
next to the handle?
   A person using a wheelchair or crutches needs
   this space to get close enough to the door to open it.
	[ ] Remove or relocate furnishings or
	     other obstructions
	[ ] Move door

Is the threshold level less than 1/4" high **Yes No** or beveled, up to 1/2" high? [ ] [ ]	[ ] If the threshold is 3/4" or higher, remove it; otherwise, add a bevel

Is the door handle no higher than 48 inches   **Yes No**
and operable with a closed fist (the door [ ] [ ]
should be openable by someone with limited
upper body strength and/or hand control)?
	[ ] Replace inaccessible knob with a
	     lever handle
	[ ] Retrofit existing knob with an add-
	     on lever extension

Access to Programs/Services
Ideally, the layout of the building should allow people with
disabilities to obtain materials or services without assistance.
All inside doors should conform to the requirements listed
under "doors" in the previous section.
 	
Movement within the building
Is the route of travel to all public spaces at   **Yes No**
least 36 inches wide? [ ] [ ]
	[ ] Move furnishings such as tables,
	     chairs, display racks, vending
	     machines, and counters to make
	     more room

Is a 5 foot circle or T-shaped space available **Yes No** along the route of travel for a person using a [ ] [ ] wheelchair to reverse direction?	[ ] Rearrange furnishings, displays, and/or equipment

Program Accessibility Checklists (page 4 of 6)

Questions			Possible Solutions
Rooms & Spaces			
Are all aisles and pathways to materials and services at least 36 inches wide?	Yes [ ]	No [ ]	[ ] Rearrange furnishings and fixtures to clear aisles
Is carpeting low-pile, tightly woven, and securely attached along edges?	Yes [ ]	No [ ]	[ ] Secure edges of carpet on all sides [ ] Replace carpeting
In routes through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?	Yes [ ]	No [ ]	[ ] Remove obstacles [ ] Install furnishings, planters, or other cane-detectable barriers below obstacles
Do signs designating restrooms, exit doors, and room numbers comply with the appropriate standards for tactile signage?	Yes [ ]	No [ ]	[ ] Letters and numerals should be raised 1/32 of an inch, upper case, sans serif, accompaniedwith Grade 2 Braille
Seats, Tables & Counters			
Are the tops of tables or counters between 28 and 34 inches high?	Yes [ ]	No [ ]	[ ] Adjust surface level
Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?	Yes [ ]	No [ ]	[ ] Replace or adjust tables
Elevators			
Are both visible and audible door opening closing and floor indicators in place?	Yes [ ]	No [ ]	[ ] Install visible and/or audible signals
Are the call buttons in the hallway no higher than 42 inches?	Yes [ ]	No [ ]	[ ] Lower call buttons [ ] Provide a permanently attached reach stick
Do the controls outside and inside the cab have raised and Braille lettering?	Yes [ ]	No [ ]	[ ] Install raised lettering and/or Braille next to buttons
Is a sign in place on the jamb at each floor identifying the floor in raised and Braille letters?	Yes [ ]	No [ ]	[ ] Install tactile signs to identify floor numbers, at a height of 60 inches from the floor.
If an emergency intercom is provided, is it usable without voice communication?	Yes [ ]	No [ ]	[ ] Modify communication system
Is the emergency intercom identified by Braille and raised lettering?	Yes [ ]	No [ ]	[ ] Add tactile identification

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Accommodating Adults with Disabilities in Adult Education

Program Accessibility Checklists (page 5 of 6)

Questions	Possible Solutions
Rest Rooms When restrooms are open to the public, they should be accessible to people with disabilities. Doors to accessible restrooms should meet the requirements listed under "Doors," above, including having tactile signage.	

Lavatories

Questions	Yes	No	Possible Solutions
Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?	[ ]	[ ]	[ ] Replace or alter existing lavatory
Is the lavatory rim no higher than 34 inches?	[ ]	[ ]	[ ] Adjust or replace lavatory
Can the faucet be operated with one closed fist?	[ ]	[ ]	[ ] Replace faucet handles with paddle type
Are hot water lines and drains wrapped?	[ ]	[ ]	[ ] Wrap pipes with insulating material
Is the mirror mounted with the bottom edge of the reflecting surface no more than 40" above the floor?	[ ]	[ ]	[ ] Lower the existing mirror or add another
Are soap, towel and other dispensers, and hand dryers, 48" or lower for a front approach, or 54" or lower for a side approach?	[ ]	[ ]	[ ] Lower existing dispensers [ ] Provide additional, accessible dispensers

Stalls

Questions	Yes	No	Possible Solutions
Is a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, available OR is a stall available that is less accessible but that provides greater access than a typical stall (either 36"X 69" or 48"X 69")?	[ ]	[ ]	[ ] Move partitions [ ] Reverse the door swing
In the accessible stall, are grab bars in place behind and on the side wall nearest to the toilet, 33-36" above the floor?	[ ]	[ ]	[ ] Add or adjust grab bars
Is the toilet seat 17 to 19 inches high?	[ ]	[ ]	[ ] Add a raised seat
Is the toilet paper height 19 inches to the center of the roll?	[ ]	[ ]	[ ] Move toilet paper dispenser

Program Accessibility Checklists (page 6 of 6)

Questions	Possible Solutions
Additional Access	

Additional Access

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

Drinking Fountains

Is at least one fountain available with clear floor space of at least 30 by 48 inches in front?   Yes [ ]   No [ ]

[ ] Rearrange furniture to create more floor space

Does that fountain have its spout no higher than 36" above the ground?   Yes [ ]   No [ ]

[ ] Provide cup dispensers for fountains with spouts that are too high
[ ] Provide accessible water cooler

Are controls mounted on the front or near the front edge, and operable with one closed fist?   Yes [ ]   No [ ]

[ ] Replace controls

Telephones

If pay or public phones are provided, is clear floor space of at least 30 by 48 inches available in front of at least one?   Yes [ ]   No [ ]

[ ] Move furnishings
[ ] Replace booth with open station

Is the highest operable part of the phone no higher than 48 inches (54 inches if a side approach is possible)?   Yes [ ]   No [ ]

[ ] Lower telephone

Is the phone hearing-aid compatible?   Yes [ ]   No [ ]

[ ] Contact phone company to replace with hearing-aid compatible phone

Does the phone have volume control?   Yes [ ]   No [ ]

[ ] Contact the phone company to add volume control

Emergency Egress

Do all alarms have both flashing lights and audible signals?   Yes [ ]   No [ ]

[ ] Install visible and audible alarms

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