



Building/Facility Accessibility Checklist – Attachment B

Instructions: This document must be fully completed in order for it to be considered valid for processing.

INSTITUTION INFORMATION			
Name of Training Institution:			
Website (URL):			
Main Address:	City:	State:	Zip:
TYPE OF BUILDING OR PROJECT			
1. Is this a newly constructed building? a. Year plans were approved: _____ b. Year built: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is this an addition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is this an alteration?			<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is this a state-owned building?			<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is this a leased building?			<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is Lease Agreement available? a. If yes, Lessee: _____ b. Lessor c. Effective: ___ / ___ / ___ to ___ / ___ / ___			<input type="checkbox"/> Yes <input type="checkbox"/> No
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 Checklist Evacuation checklist ANSI A.117.1 Standards			
7. ACCESSIBLE ROUTE (4.1.2[1]) * A continuous unobstructed accessible route is provided from: a. public transportation stops b. accessible parking c. accessible passenger loading zones d. public street or sidewalk e. walks, to accessible building entrance			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. At least one accessible route connects with building or facility entrance, spaces and elements within.			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Elevators, if provided, are accessible from entrance of building along accessible route.			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Accessible route including interior aisles, corridors and hallway has a minimum clear width of 36 inches, except at doorways (32 inches minimum).			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11. 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)			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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12. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
II. RAMPS	
15. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
18. Top of handrail gripping surfaces shall be mounted between 30 and 34 inches above ramp surface. (4.8.5(6)) (Not in 1980 Standards)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
III. PARKING	
19. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
20. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
21. Accessible parking spaces for the physically disabled are reserved and have visible posted signage displaying International Symbol of Accessibility. (4.6.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
IV. DOORS - accessible entrances/egress, accessible spaces, accessible routes	
22. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
23. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
24. At least one leaf of a two independent operated door leaves, shall have a minimum clear opening of 32 inches. (4.13.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
25. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
26. The minimum space between two hinged doors in series is 48 inches plus width on any door swinging into the space. (4.13.7)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
27. Thresholds at doorways do not exceed in height 1/2 inch for exterior doors. (4.13.8)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
28. Raised thresholds and floor level changes at accessible door-ways are beveled with a slope no greater than 1/2 inch. (4.5.2)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
V. TOILET ROOMS/TOILET STALLS	

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29. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
30. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
31. Hot water and drain pipes under lavatories or sinks shall be insulated or otherwise configured to protect against contact. (4.19.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
32. Hot water and drain pipes under lavatories or sinks shall be insulated or otherwise configured to protect against contact. (4.19.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
33. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
34. Forward reach: MAXIMUM high forward reach allowed shall be of 48 inches and MINIMUM forward reach low of 15 inches. (4.2.5)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
35. Side reach: MAXIMUM high side reach allowed shall be 54 inches and no less than 9 inches above the floor. (4.2.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
36. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
37. Side wall grab bars shall measure 36 inches from the finished floor, to the top of the rail.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
38. 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
39. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
40. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
41. A clear floor space 30 inches by 48 inches shall be provided in front of urinals to allow forward approach. (4.18.3)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
42. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
43. Toilet paper dispenser is mounted 19 inches minimum from the finished floor. (4.16.6; Fig, 29 (b))	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
44. Mirrors are mounted no higher than 40 inches from the floor to the bottom edge of the reflecting surface. (4.19.6)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
VI. DRINKING WATER FOUNTAINS	
45. 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

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<p>46. 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)</p> <p style="margin-left: 20px;">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)</p> <p style="margin-left: 20px;">b. A water cooler is provided along accessible route. (4.15.1)</p> <p style="margin-left: 20px;">c. F Free-standing or built-in water fountain provided has a clear floor space at least 30 in. X 48 in. allowing a person in a wheelchair to make a parallel (side) approach to the unit. (4.14.5)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>
VII. EGRESS* (4.3.10)	
47. 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
48. Is there an evacuation plan visibly posted in the office or hall area.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
49. 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.***

<p>1. The following auxiliary aids/accommodations are provide to individuals with disabilities:</p>	<p><input type="checkbox"/> Braille/large print</p> <p><input type="checkbox"/> Telecommunications Device for the Deaf (TDD)</p> <p><input type="checkbox"/> Interpreter/Sign Language</p> <p><input type="checkbox"/> Work station – accommodation</p> <p><input type="checkbox"/> Alternative Site Plan</p>
<p>Comments:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	

Staff Name: _____ **Job Title:** _____

Staff Signature: _____ **Date:** ____ / ____ / ____