

Site Accessibility Survey & Transition Plan



Organization Name: _____

Person Completing Form: _____

Site Name: _____

Site Address: _____

Date Completed: _____

Instructions:

1. Please circle the appropriate response for each question.
2. Use the space at the end of each section to note facility changes planned to improve accessibility and/or to explain any “no” responses.

Priority 1: Accessible Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter the building as freely as everyone else. At least one path of travel should be safe and accessible for everyone, including people with disabilities.

Path of Travel

- | | | | |
|--|-----|----|----|
| Is there a path of travel that does not require the use of stairs? | Yes | No | |
| Is the path of travel stable, firm and slip resistant? | Yes | No | |
| Is the path at least 36 inches wide? | Yes | No | |
| Can all objects protruding into the path be detected by a person with a disability using a cane? | Yes | No | NA |

To be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

- | | | | |
|---|-----|----|----|
| Do curbs on the pathway have curb cuts at drives, parking, and drop offs? | Yes | No | NA |
|---|-----|----|----|

Ramps

- | | | | |
|---|-----|----|----|
| Are the slopes of ramps no greater than 1:12? | Yes | No | NA |
|---|-----|----|----|

Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

- | | | | |
|--|-----|----|----|
| Do all ramps longer than 6 feet have railings on both sides? | Yes | No | NA |
| Are railings sturdy, and between 34 and 38 inches high? | Yes | No | NA |

Is the width between railings at least 36 inches?	Yes	No	NA
Are ramps nonslip?	Yes	No	NA
Is there a 5-foot long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps, and at switchbacks?	Yes	No	NA
Does the ramp rise no more than 30 inches between landings?	Yes	No	NA

Parking and Drop Off Areas

Are an adequate number of accessible parking spaces available?	Yes	No	NA
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An accessible space is an 8-foot wide space with a 5-foot wide striped access aisle. There should be one accessible space for every 25 parking spaces. At least one of every 8 accessible spaces must be van accessible.

Are 8-foot wide spaces with an 8-foot accessible aisle and 98 inches of vertical clearance, available for lift equipped vans?	Yes	No	NA
Are the accessible spaces closest to the accessible entrance?	Yes	No	NA
Are accessible spaces marked with the International Symbol of Accessibility?	Yes	No	NA
Are there signs reading “Van Accessible” at van spaces?	Yes	No	NA
Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?	Yes	No	NA

Entrance

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?	Yes	No	NA
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	Yes	No	NA
Can the alternate accessible entrance be used independently?	Yes	No	NA
Are doormats ½-inch-high or less, and secured to the floor at all edges?	Yes	No	NA
If the door has a closer, does it take at least 3 seconds to close?	Yes	No	NA

Emergency Egress

Do all alarms have both flashing lights and audible signals?	Yes	No	NA
Is there sufficient lighting in egress pathways such as stairs, corridors, and exits?	Yes	No	NA

Comments for Priority 1 Explain or describe the transition plan for any “no” responses. Attach an extra sheet, if necessary:

Priority 2: Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain goods or services without special assistance. Where it is not possible to provide full accessibility, assistance or alternative services should be available on request.

Horizontal Circulation

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?	Yes	No	NA
Are all public spaces on an accessible path of travel?	Yes	No	NA
Is the accessible route to all public spaces at least 36 inches wide?	Yes	No	NA
Is there a 5-foot circle or T-shaped space for a person using a wheelchair to reverse direction?	Yes	No	NA

Doors

Do doors into public spaces, including the building entrance, have at least a 32-inch clear opening?	Yes	No	NA
Is there at least 18 inches of clear wall space on the pull side of all doors, including the building entrance, next to the handle?	Yes	No	NA
Can all doors, including the building entrance, be opened without too much force (5 lbf [pound-force] maximum)?	Yes	No	NA
Are door handles, including those on the building entrance, 48 inches high or less and operable with a closed fist?	Yes	No	NA
Are all thresholds level (less than ¼ inch), or beveled, up to ½ inch high?	Yes	No	NA

Rooms and Spaces

Are all aisles and pathways to goods and services at least 36 inches wide?	Yes	No	NA
Is carpeting low pile, tightly woven, and securely attached along edges?	Yes	No	NA
In routes through public areas, are all obstacles cane detectable?	Yes	No	NA
Do signs designating permanent rooms and spaces, such as restroom signs, exit signs, and room numbers, comply with the appropriate requirements for accessible signage?	Yes	No	NA

Controls

Are all controls that are available for use by the public (including electrical, mechanical, window, cabinet, game, and self service controls) located at an accessible height?	Yes	No	NA
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Reach range – A side reach must be between 15 and 54 inches from the floor. A forward reach must be no more than 48 inches.

Are they operable with a closed fist?	Yes	No	NA
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Seats, Tables, and Counters

Are the aisles between chairs or tables at least 36 inches wide?	Yes	No	NA
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Are the spaces for wheelchair seating distributed throughout?	Yes	No	NA
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Are the tops of tables or counters between 28 and 34 inches high?	Yes	No	NA
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Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?	Yes	No	NA
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Vertical Circulation

Are there ramps or elevators to all levels?	Yes	No	NA
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On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?	Yes	No	NA
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Stairs

Do treads have a non-slip surface?	Yes	No	NA
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Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?	Yes	No	NA
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Elevators and Lifts

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?	Yes	No	NA
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Are the call buttons in the hallway no higher than 42 inches?	Yes	No	NA
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Do the controls outside and inside the cab have raised and Braille lettering?	Yes	No	NA
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Is there a sign on the jamb at each floor identifying the floor in raised and Braille letters?	Yes	No	NA
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Is the emergency intercom usable without voice communication?	Yes	No	NA
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Are there Braille and raised letter instructions for the communication system?	Yes	No	NA
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Can the lift be used without assistance? if not, is a call button provided?	Yes	No	NA
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Is there at least 30 by 48 inches of clear space for a person using a wheelchair to approach and reach the controls to use the lift?	Yes	No	NA
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Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	Yes	No	NA
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Comments for Priority 2 Explain or describe the transition plan for any “no” responses. Attach an extra sheet, if necessary:

Priority 3: Usability of Restrooms and Drinking Fountains

If restrooms and drinking fountains are provided to the public, they must be accessible to people with disabilities.

Getting to the Restrooms

If restrooms are available to the public, is at least one restroom (either one for each sex, or unisex) fully accessible?	Yes	No	NA
Are there signs at inaccessible restrooms that give directions to accessible ones?	Yes	No	NA

Doorways and Passages

Is there tactile signage identifying restrooms?	Yes	No	NA
Is the doorway at least 32 inches clear?	Yes	No	NA
Are doors equipped with accessible handles 48 inches high or lower?	Yes	No	NA
Can doors be opened easily (5 lbf [pound-force] maximum force)?	Yes	No	NA
Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?	Yes	No	NA
Is there a 36-inch wide path to all fixtures?	Yes	No	NA

Stalls

Is the stall door operable with a closed fist, inside and out?	Yes	No	NA
Is there a wheelchair accessible stall?	Yes	No	NA
In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?	Yes	No	NA
Is the toilet seat 17 to 19 inches high?	Yes	No	NA

Sinks

Does one sink have a 30-inch wide by 48-inch deep clear space in front? <i>19 of the 48 inches of the required depth may be under the sink.</i>	Yes	No	NA
Is the sink rim no higher than 34 inches?	Yes	No	NA
Is the bottom of the sink at least 29 inches above the floor?	Yes	No	NA
Can the faucet be operated with one closed fist?	Yes	No	NA
Are soap dispensers, other dispensers, and hand dryers 48 inches high or less and usable with one closed fist?	Yes	No	NA
Is the mirror mounted with the bottom edge of the reflecting surface no more than 40 inches high?	Yes	No	NA

Drinking Fountains

Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?	Yes	No	NA
Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout?	Yes	No	NA
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	Yes	No	NA
Does the fountain protrude no more than 4 inches into the circulation space?	Yes	No	NA

Comments for Priority 3 Explain or describe the transition plan for any “no” responses. Attach an extra sheet, if necessary: