

Appendix J: Policy and Procedure Development

- Access Due-Diligence Checklists: Buildings
- Access Due-Diligence Checklists: Public Rights-of-Way



ACCESS DUE-DILIGENCE CHECKLIST: BUILDINGS

Prepared By:

Kimley»»Horn

ACCESSOLOGY



Due Diligence Checklist

ACCESSIBILITY COMPLIANCE

Overview

This checklist is intended for field personnel to use as a guide during project inspections to verify accessibility compliance. This checklist is NOT intended to be an all-inclusive manual for designing or evaluating pedestrian facilities. There is no assurance that this checklist is sufficient in a given situation. The inspector must also use experience and knowledge of the Americans with Disabilities Act and the accompanying Federal Regulations to determine whether a project is in compliance with the legal requirements of the Act itself rather than this checklist.

Applicable Standard

- U.S. Access Board's 2010 ADA Standards
-

On-site Review

The following items are required to be in place for buildings owned or operated by ODOT:

Parking

- Does the facility have parking spaces designated for individuals with disabilities?
- Are accessible parking spaces designated with the International Symbol of Accessibility?
- Is the signage a minimum of 60" above the ground to the bottom most character?
- Does the parking area have the minimum number of accessible spaces specified in the table below? (see **Figure 1**)
- Are the accessible parking spaces on the shortest possible accessible route to an accessible building entrance?
- Are the parking spaces located on level terrain with surface slopes that do not exceed 2% in all directions? (2% slope = 2 feet change in vertical elevation over a 100 foot horizontal distance)
- Are parking spaces a minimum of 96 inches (8 feet) wide? (see **Figure 2**)
- Is there an access aisle adjacent to the parking space with a minimum width of 60 inches (5 feet)? (see **Figure 2**)
- Do accessible parking spaces for vans have adequate vertical and horizontal clearance? (Minimum 98 inches high and minimum 16 feet wide to accommodate both parking space and access aisle) (see **Figure 2**)
- Is there at least one parking space designated "Van Accessible" with signage and does this space have a minimum 96 inch (8 foot) wide access aisle? (see **Figure 2**)
- Is there at least one van accessible space for every eight accessible parking spaces?
- Are curb ramps provided wherever an accessible route crosses a curb?
- Do curb ramps have a maximum slope of 1:12 and minimum width of 36 inches? (see **Figure 3**)
- If the curb ramp crosses a pedestrian route and is not protected by handrails or guardrails, does it have flared sides with a maximum slope of 1:10? (see **Figure 3**)

Accessible Route

- Are ground, walk and floor surfaces along accessible routes stable, firm and relatively slip-resistant under all weather conditions?
- Are all ground and floor surfaces free of abrupt changes in surface level that do not exceed 1/4 inch in height?
- Where vertical elevation changes are between 1/4 and 1/2 inches in height, is the level change beveled with a slope no greater than 1:2? (see **Figure 4**)
- Are ramps provided for vertical elevation changes greater than 1/2 inch in height?
- Do sidewalks and ramps have a minimum clear width of 36 inches with an occasional space of 60 x 60 inches located at reasonable intervals not exceeding 200 feet which is used for turning and passing?
- Are gratings located on walking surfaces designed so that openings do not exceed 1/2 inch in one direction? **Note:** If gratings have elongated openings, the openings must be placed so that the long dimension is perpendicular to the direction of travel. (see **Figure 5**)
- Are curb ramps a minimum of 36 inches wide, exclusive of flared sides? **Note:** Curb ramps shall not extend into traffic lanes.
- If curb ramps cross the walking path of pedestrians, do the curb ramps have flared sides with maximum slope of 1:10 (one inch vertical rise to every 10 inches of horizontal distance) (see **Figure 3**)
- Is the maximum slope of all curb ramps and ramps 1:12 (1 inch of vertical rise to every 12 inches of horizontal distance)? **Note:** Any part of an accessible route having a slope exceeding 1:20 is considered a ramp and must comply with the requirements of the appropriate sections of ADAAG Section 405 and 406.
- Do ramps and curb ramps have a level landing at the top and bottom (36" for curb ramps, 60" for ramps)?
- Do ramps have a 60 x 60 inch level landing at locations where ramps change direction (switchback) or at intervals of 30 inch vertical rise?
- Do sidewalks and ramps with a vertical elevation change (rise) greater than 6 inches or horizontal run greater than 72 inches have handrails on both sides?
- Is the top surface of all handrails mounted between 34 inches and 38 inches above ramp surface?
- If wall mounted, is the clear space between the handrail and the wall at least 1-1/2 inches?
- Is the diameter of the handrail 1-1/4 inches to 2 inches or does the shape provide an equivalent gripping surface?
- Do ramps and landings with drop-offs have a curb which is a minimum of two inches high on all exposed sides of the ramp or landing?

Entrances, Corridors, Stairs and Elevators

- Is there at least one accessible route from the accessible parking areas or passenger loading zones to the accessible building entrance?
- If the entrance is not visible from the parking or loading areas, are the accessible routes to the entrance clearly marked with appropriate signage?

Entrances, Corridors, Stairs and Elevators (cont.)

- Is the International Symbol of Accessibility displayed at all accessible entrances?
- Does the primary accessible entrance have a minimum clear opening (free of protrusions and obstructions) of 32 inches?
- Do the push and pull side of doors have minimum maneuvering clearances (Exception: Automatic or power assisted doors) (see **Figures 6 and 7**)
- Is there a minimum of 60 x 60 inches level space centered on the front of the accessible entrance? (see **Figures 6 and 7**)
- Can interior doors be opened with 5, or less, pounds of force?
- Are handles, pulls, latches, locks, and other operating devices on accessible doors easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate?
- Is hardware required for accessible door passage mounted no higher than 48 inches from the finished floor surface?
- Does approximately 48 inches, plus the width of in-swinging door(s), exist between two doors in a series to allow backing and turning space for a wheelchair or other mobility aid to clear the in-swinging door?
- Are thresholds at exterior doors flush with the floor surface?
- On stairs, are risers closed and have uniform height? **Note:** Riser height: maximum 7 inches, minimum 4 inches. (see **Figure 8**)
- Do stair treads have a uniform depth of 11 inches or more?
- Do stair nosings project no more than 1-1/2 inches and are the undersides free of abrupt, sharp angles?
- Do handrails on sides of all stairs extend at least 12 inches beyond the top riser and the width of one tread beyond the bottom tread?
- Is the top of the handrail mounted 34 to 38 inches above the tread?
- Is the diameter of the handrail 1-1/4 inches to 2 inches or does the shape provide an equivalent gripping surface?
- Do suspended stairs have protection under them to alert people who are visually impaired? (see **Figure 9**)
- Do protruding and hanging objects (such as telephones, water fountains, signs, etc.) with their leading edge 27 inches to 80 inches above the floor, protrude no more than 4 inches into the path of travel?
- Do walks, halls, corridors, passageways, aisles or other circulation spaces have a minimum head clearance of 80 inches?
- Are audible alarms provided?
- Are visual alarms provided?
- Does the facility have a passenger elevator?

Entrances, Corridors, Stairs and Elevators (cont.)

- Are there both visual and audible signals used to identify direction of elevator travel (for example, for audible alarms, one sound for UP and two sounds for DOWN)?
- Are the accessible elevators on a normally used accessible route?
- Are call buttons in lobbies and halls mounted 35 inches (on center) to 48 inches (on center) above the floor with no access obstructions?
- Are there raised and Braille floor destinations on both sides of elevator jambs 60 inches above the floor surface?
- Does the elevator have minimum inside dimensions of 54 x 80 inches and a minimum clear door opening of 36 inches? **Note:** If the elevator door is not on center of the elevator entrance, the interior dimensions should be 54 x 68 inches
- Does the elevator stop within 1/2 inch above or below the outside floor surface on each level?
- Are the elevators equipped with a safety system that automatically opens the door when it becomes obstructed by an object or person?
- Are controls, call buttons, and alarm buttons at least 3/4 inch in diameter with Braille and raised lettering located to the left of each control or button?
- Are all controls or buttons on the elevator control panel mounted no higher than 48 inches above the floor?

Restrooms

- Is there an accessible restroom for each gender clearly marked with an International Symbol of Accessibility mounted on the latch side of the door at 48 - 60 inches above the finish floor to the centerline of the sign?
- Is the restroom identified with a sign having raised and Braille characters mounted on the latch side at 60 inches above the finish floor to the centerline of the sign?
- Do restroom entrances have a clear opening (free of protrusions and obstructions) of 32 inches and maneuvering clearance adjacent to the push and pull side of doors? (see **Figures 6 and 7**)
- Is the mirror mounted at a maximum height of 40 inches measured from the floor to the bottom edge of the reflective surface?
- Is the lavatory mounted so that the counter (rim) surface is no higher than 34 inches from the floor surface?
- Is there a clearance space of at least 29 inches provided from the bottom of apron to the floor? (see **Figure 10a**)
- Is the drain pipe mounted so that there is at least 9 inches of clearance from the floor surface?
- Is insulation or other protective covering used on hot water and drain pipes under the lavatory to prevent contact?
- Is there clear floor space (30 x 48 inches) provided in front of the lavatory which includes a minimum extension of 17 inches under the lavatory to allow for forward approach? (see **Figure 10b**)

Restrooms (cont.)

- Are faucets controlled by a hand lever, push button, or electronic control which is easily operated by one hand, not requiring tight grasping, pinching, or twisting and requiring a maximum of 5 pounds of force or less for operation? **Note:** Self-closing valves should stay open for a minimum of 10 seconds.
- Are restroom dispensers and accessories mounted so that there is no more than 48 inches to the highest control or operable part?
- Is at least one restroom stall available having a clear opening (free of protrusions and obstructions) of 32 inches?
- Does the standard, accessible stall provide a minimum depth of 56 inches and a width of 60 inches for wall mounted water closets? **Note:** Add 3 inches to the depth if the water closet is floor mounted.
- Is the center of the water closet a minimum of 18 inches from the sides of the stall or wall?
- Is the height of the seat of the water closet between 17 inches and 19 inches from the floor?
- If there are six or more stalls, is one additional stall provided which is 36 inches wide with out-swinging door, grab bars on both sides, and is the seat of the water closet 17 to 19 inches from the floor?
- Are toilet paper and seat cover dispensers located within easy reach of a person using the water closet?
- Do toilet paper dispensers permit delivery of a continuous flow of paper and are they mounted at a minimum height of 19 inches?
- Does the men's restroom have at least one stall-type or wall-hung urinal with an elongated rim which is mounted at a maximum of 17 inches above the floor?
- Are two grab bars (a minimum 42 inch long bar to the side and a minimum 36 inch long bar to the back) mounted at 33 to 36 inches from the floor surface provided?
- Are the flush controls mounted on the side where the open clear floor space is provided?
- Is there a clear floor space in the toilet room that has a minimum diameter of 60 inches to allow for turning in a wheelchair or other mobility aid?
- Do free-standing or built-in water fountains have a clear, open space under them that is a minimum of 30 x 48 inches for a frontal approach?
- Is the spout of the drinking fountain located in the front of the unit with a water flow trajectory that is parallel or nearly parallel to the front of the unit?
- Is there a water fountain available that is mounted to provide a minimum clearance of 27 inches and depth of 17 to 19 inches so that it can be approached and used by a person in a wheelchair?
- Is the maximum height of the water spout 36 inches?
- Are the controls on the water fountain located on the front or on the side near the front, can the controls be operated with one hand, not requiring tight grasping, pinching, or twisting, and can the controls be operated with 5 pounds of force or less?

Reception Areas and Meeting Rooms

- Are accessible meeting rooms available?
- Do hallways and corridors have a clearance of 36 inches with an occasional space allowance for turning and passing at intervals not exceeding 200 feet?
- Do the doors to meeting rooms have a minimum clear opening of 32 inches?
- Do thresholds of interior doors have a maximum edge height of 1/2 inch?
- Is there amplifier and sound system equipment available with individual or lavalier microphones?
- Is the meeting room floor non-slip, level, and negotiable by persons in wheelchairs and other mobility aids?
- Is there adequate space for seating at least two people using wheelchairs?
- Are the spaces for people using wheelchairs dispersed throughout the room within easy viewing of the stage?
- Do tables have a clear opening for knee space of at least 27 inches in height, 30 inches in width, and 19 inches in depth?
- Is the top surface of the table 28 to 34 inches from floor surface?
- If requested, are participants provided with interpreter services or a listening system and are they seated within 50 feet of the stage for viewing?
- Is there a reception desk provided in the front lobby of the building?
- Is the top surface of the counter 36 inches from floor surface or less?
- If the counter is higher than 36 inches from the floor, is there a section of the counter at least 36" wide that has been lowered to 36"

Table 208.2 Parking Spaces

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required <i>accessible</i> Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

Figure 1 - Required Accessible Spaces

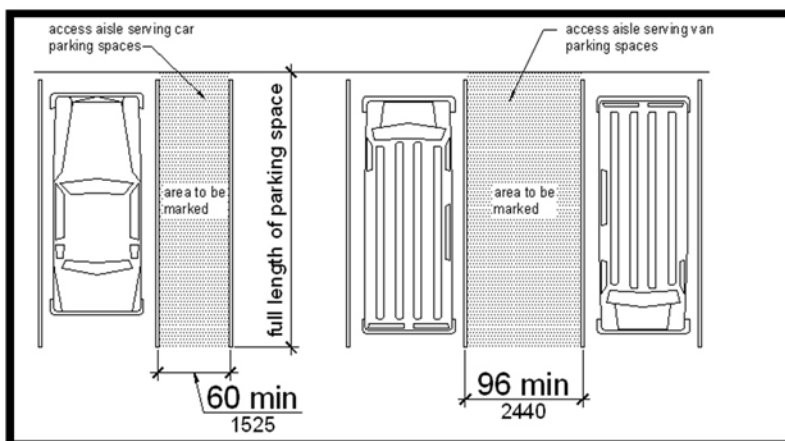


Figure 2 - Parking and Van Space Dimensions

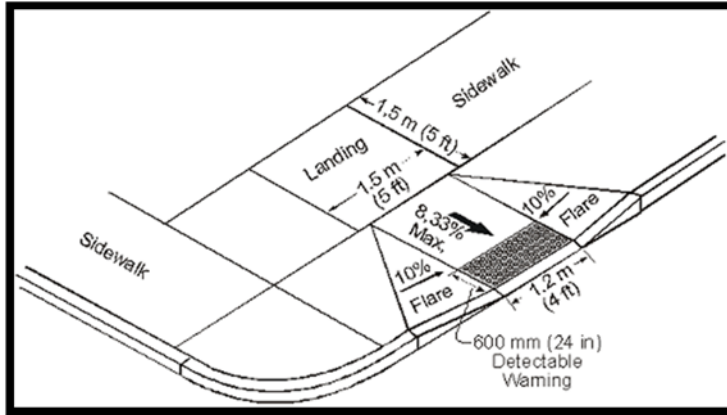


Figure 3 - Curb Ramp Dimensions

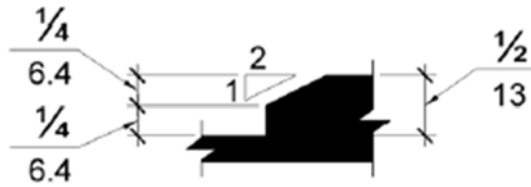


Figure 4 - Level Change Allowances

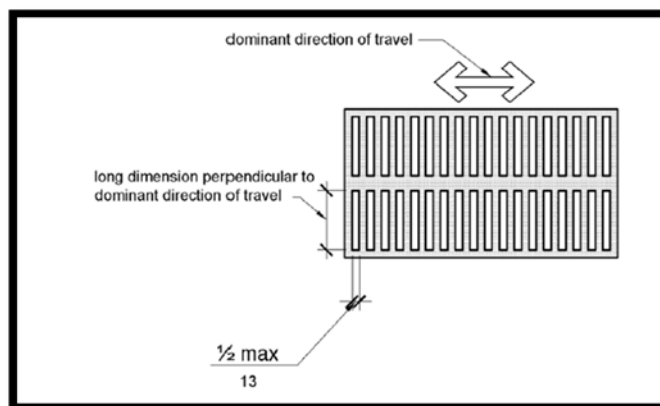


Figure 5 - Gratings Along an Accessible Route

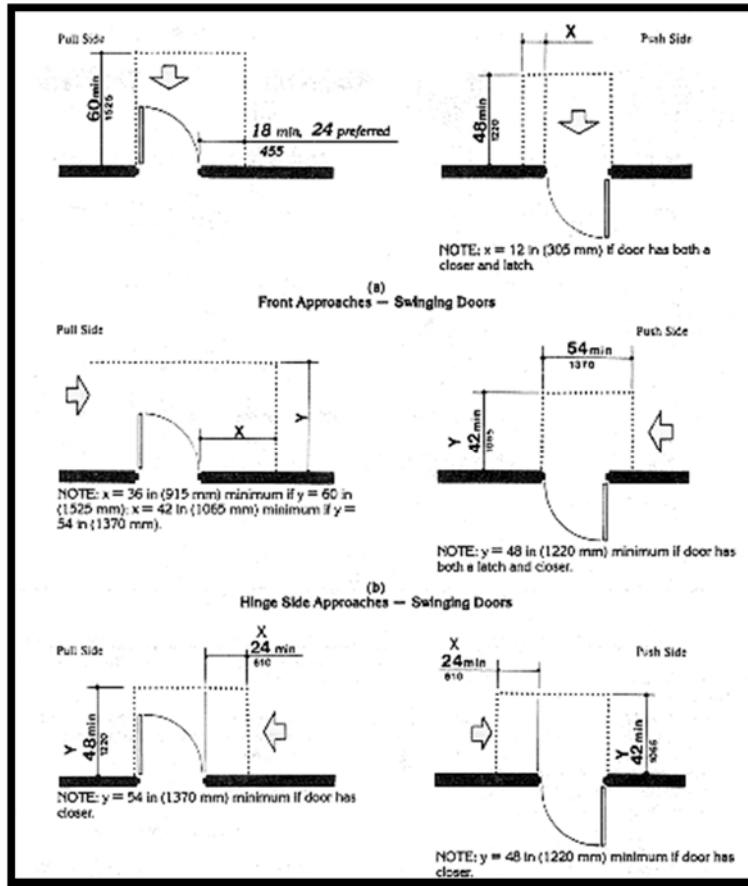


Figure 6 - Door Maneuvering Clearances

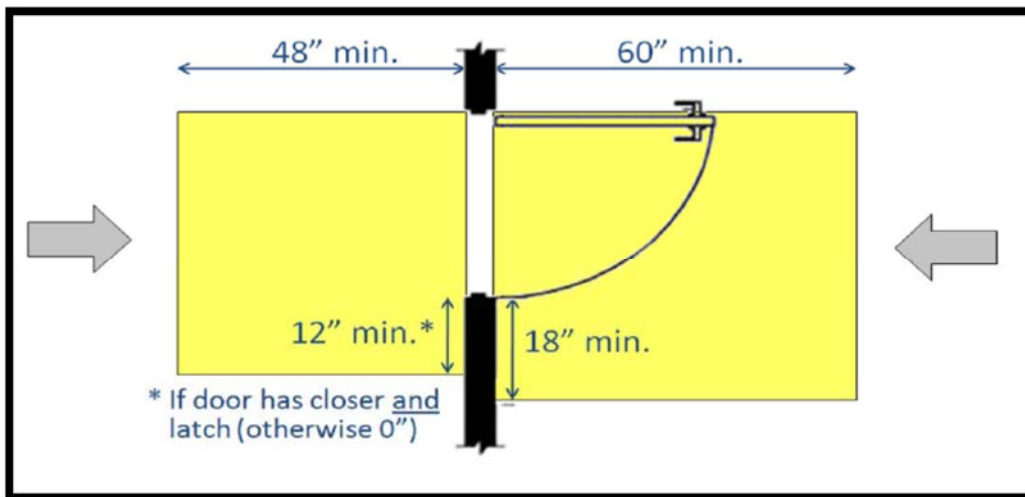


Figure 7 - Door Maneuvering Clearances

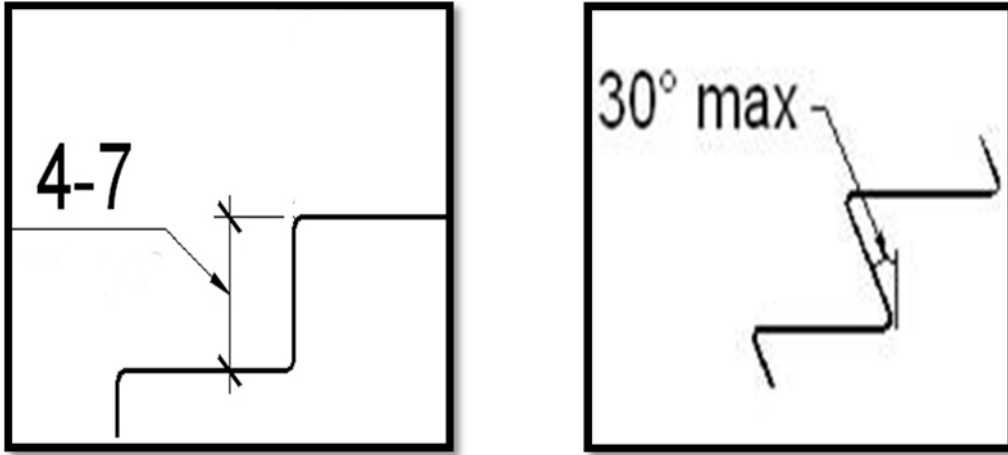


Figure 8 - Riser Height and Nosing Slope

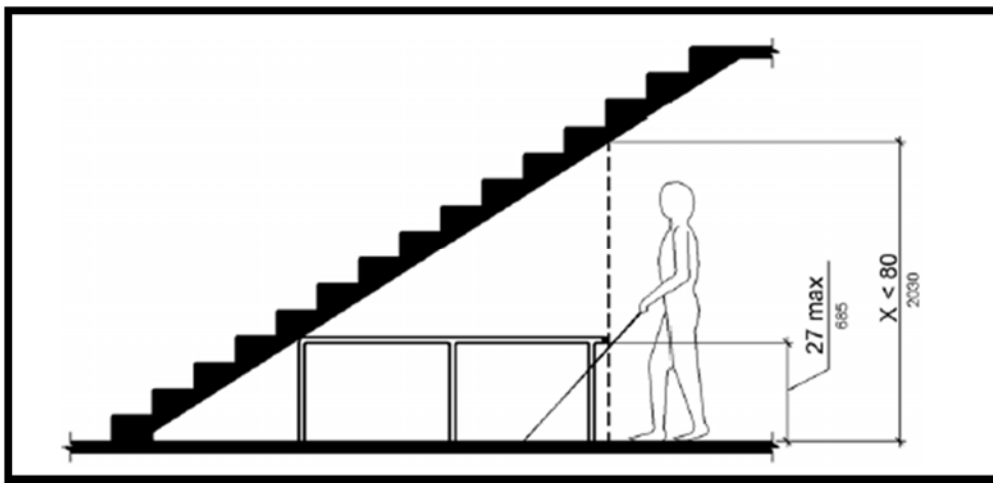


Figure 9 - Suspended Stair Head Clearance

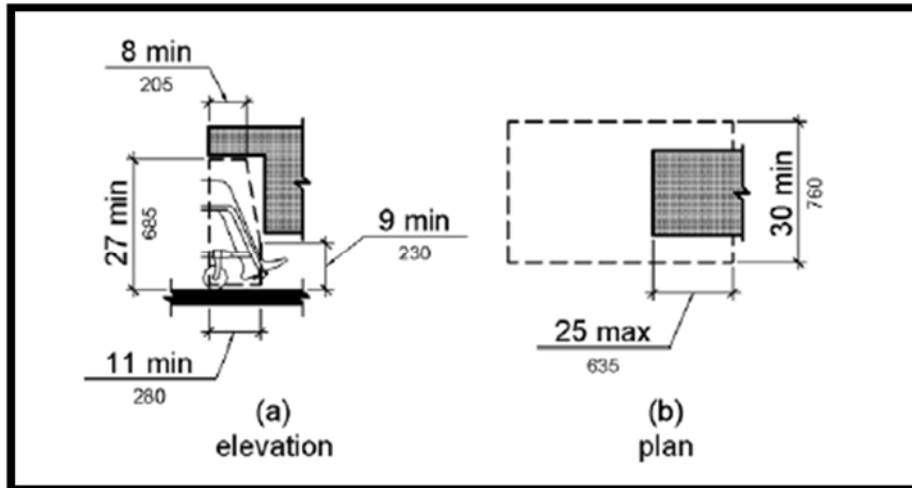


Figure 10 - Lavatory Clearances



ACCESS DUE-DILIGENCE CHECKLIST: PUBLIC RIGHTS-OF-WAY

Prepared By:

Kimley»»Horn

ACCESSOLOGY



Due Diligence Checklist

ACCESSIBILITY COMPLIANCE

Overview

This checklist is intended for field personnel to use as a guide during project inspections to verify accessibility compliance. This checklist is NOT intended to be an all-inclusive manual for designing or evaluating pedestrian facilities. There is no assurance that this checklist is sufficient in a given situation. The inspector must also use experience and knowledge of the Americans with Disabilities Act and the accompanying Federal Regulations to determine whether a project is in compliance with the legal requirements of the Act itself rather than this checklist.

Applicable Standard

- U.S. Access Board's 2010 ADA Standards
 - U.S. Access Board's 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG)
 - Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD), 2009 edition
-

On-site Review

The following items are required to be in place for pedestrian facilities in the public rights-of-way:

Curb Ramps

- A turning space 5 ft. x 5 ft. minimum is provided at the top of each perpendicular curb ramp or the bottom of each parallel curb ramp (see **Figures 1A** and **1B**)
- Turning space cross slopes do not exceed 2%
- Turning space running slopes do not exceed 2%
- Curb ramp running slopes are between 5% - 8.3% (see **Figure 2**)
- Blended transition running slopes do not exceed 5% (see **Figure 3**)
- Curb ramp lengths do not exceed 15 ft.
- Curb ramp run clear widths (excluding flared sides) are 4 ft. minimum (see **Figure 4**)
- Cut-through pedestrian refuge islands are 5 ft. wide minimum (see **Figure 5**)
- Curb ramp surface slopes that meet at grade breaks are flush (< 0.25 in. elevation change) (see **Figure 6**)
- Curb ramp and blended transition cross slopes do not exceed 2% (see **Figures 7A** and **7B**)
- Gutter counter slopes do not exceed 5% (see **Figure 8**)
- Clear spaces 4 ft. x 4 ft. minimum are provided beyond the grade break, wholly outside parallel vehicle travel lane (see **Figure 9**)
- Flared curb ramp sides (measured parallel to the curb) do not exceed 10% (see **Figure 10**)

- Curbed curb ramp sides are constructed at 90 degrees

Curb Ramps (cont.)

- Curbed curb ramp sides are protected from cross travel (e.g. grass or other landscaping is adjacent to all curbed sides) (see **Figure 11**)
- Vertical surface discontinuities in the curb ramp, curb ramp turning space, or curb ramp flares do not exceed 0.25 in. (see **Figure 12**)
- Detectable warnings are provided on all intersection curb ramps, blended transitions, and pedestrian refuge islands along the entire length of curb removal (see **Figure 13A**)
- Detectable warnings are provided on all COMMERCIAL driveway curb ramps along the entire length of curb removal (RESIDENTIAL driveways should not have detectable warnings)
- Detectable warnings are 2 ft. in depth (see **Figure 13A**)
- Detectable warnings are installed perpendicular to the path of pedestrian travel and appropriately placed relative to the grade break location (see **Figures 13A and 13B**)
- Detectable warning surfaces contrast with the adjacent pedestrian access route (light-on-dark or dark-on-light)
- Detectable warnings at cut-through pedestrian refuge islands are separated by a 2 ft. minimum length of surface without detectable warnings (see **Figure 5**)

Pedestrian Street Crossings

- Grades (running slopes) do not exceed 5%
- Cross slopes do not exceed 2% at crossings with yield or stop control
- Cross slopes do not exceed 5% at crossings without yield or stop control
- Cross slopes are equal the street or highway grade at midblock crossings
- Crosswalk lines are solid white, between 6 in. – 24 in. wide (if installed)
- If transverse crosswalk lines are installed, the gap between lines is 6 ft. or greater
- If diagonal or longitudinal crosswalk lines are installed, the crosswalk is 6 ft. wide or greater

Accessible Pedestrian Signals

- A clear space 2.5 ft. x 4.0 ft. minimum is provided adjacent to each push button (see **Figure 14**)
- Clear space cross slopes do not exceed 2%
- Clear space running slopes do not exceed 2%
- Clear spaces are connected to adjacent pedestrian access routes
- Horizontal distances from the push button face to the edge of the clear space extension do not exceed 10 in (see **Figure 15**)

- Vertical surface discontinuities in the clear space do not exceed 0.25 in (see **Figure 12**)

Accessible Pedestrian Signals (cont.)

- Push button diameters are at least 2 in.
- Push buttons are located between the edge of the crosswalk line farthest from the center of the intersection and the side of the curb ramp (if present) (see **Figure 16**)
- Distances from the outside edge of the crosswalk line farthest from the center of the intersection and the face of the push buttons do not exceed 5ft (see **Figure 16**)
- Push buttons are located between 1.5 ft. – 10.0 ft. from the face-of-curb, shoulder, or pavement (see **Figure 16**)
- Push buttons are oriented parallel to the crosswalks the push button serves
- Push button mounting heights do not exceed 4 ft. above the finish surface (see **Figure 15**)
- If two push buttons are located on the same corner, the push buttons are separated by at least 10 ft. (unless physical constraints make this impractical)
- If two APS push buttons are not separated by 10 ft., the following features are provided: A) A pushbutton locator tone; B) A tactile arrow; C) A speech walk message for the WALKING PERSON (symbolizing WALK) indication; and D) A speech pushbutton information message
- Pedestrian push button signs matches one of the designs in **Figure 17**

Accessible Routes

- Continuous widths are 4.0 ft. minimum, exclusive of the curb (see **Figure 18**)
- Where the continuous widths are less than 5 ft., passing spaces are provided at intervals of 200 ft. maximum.
- Passing spaces are 5 ft. x 5 ft. minimum (where installed) (see **Figure 19**)
- Clear widths (around obstructions) are 36 in. minimum, exclusive of the curb
- Grades (running slopes) equal the general grade established for the adjacent street or highway for access routes within the ROW (see **Figure 20**)
- Grades (running slopes) do not exceed 5% for access routes outside the ROW (see **Figure 20**)
- Cross slopes do no exceed 2% (see **Figure 21**)
- Vertical alignment is generally planar (i.e. easy rollability)
- Grade breaks are flush
- Vertical surface discontinuities do not exceed 0.25 in. (see **Figure 12**)
- Horizontal openings in gratings and joints do not permit passage of a sphere more than 0.5 in. diameter (see **Figure 22**)
- Elongated openings in grates and joints are placed so that the long dimension is perpendicular to the dominant direction of travel (see **Figure 22**)

- Objects with leading edges between 2.25 ft. – 6.7 ft. above finish surface do not protrude more than 4 in. maximum into the pedestrian circulation paths (see **Figure 23**)

Accessible Routes (cont.)

- Post-mounted object overhangs do not exceed allowable dimensions in **Figure 24**
- Guardrails or other barriers to pedestrian travel are provided where the vertical clearance is less than 6.7 ft. high (see **Figure 23**)
- Leading edge of guardrails or barriers are located 2.25 ft. maximum above the finish surface.

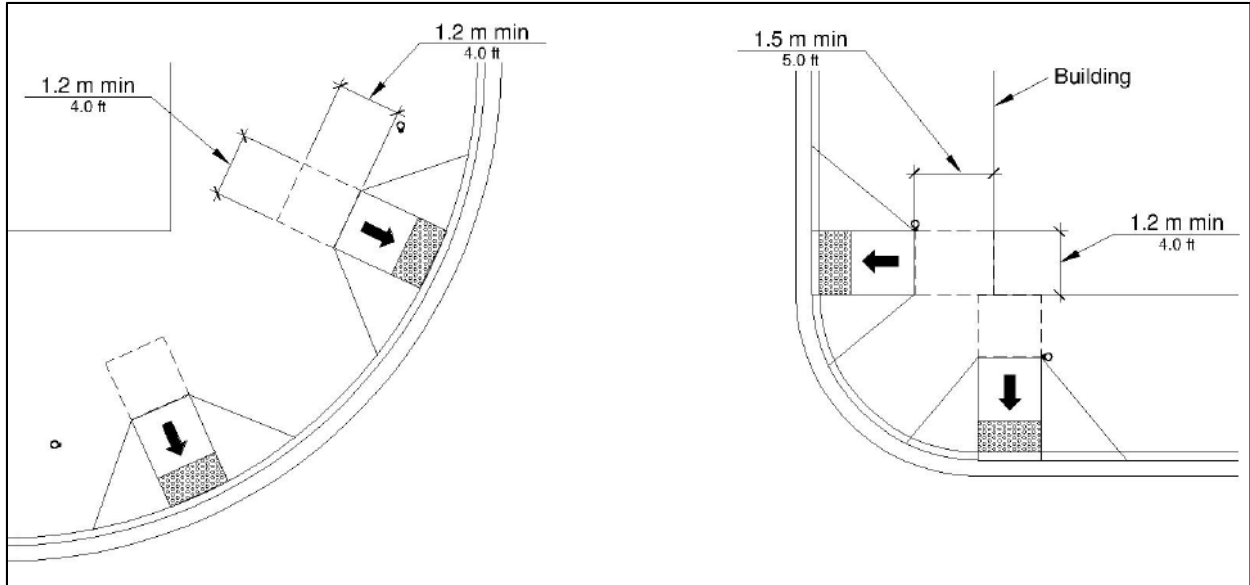


Figure 1A - Perpendicular Curb Ramps

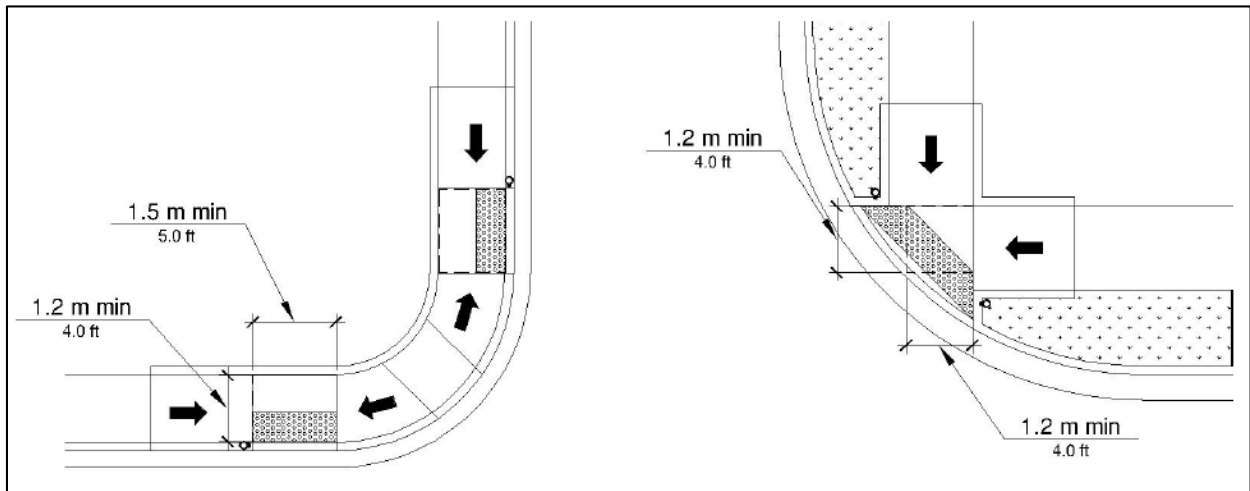


Figure 1B - Parallel Curb Ramps

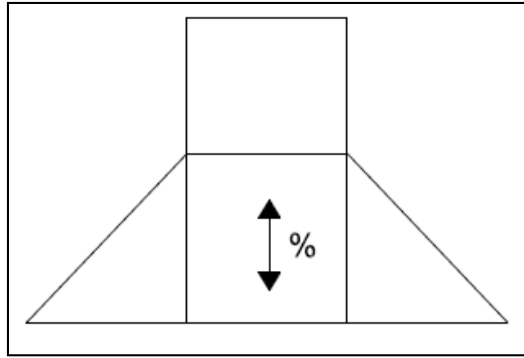


Figure 2 - Curb Ramp Running Slope

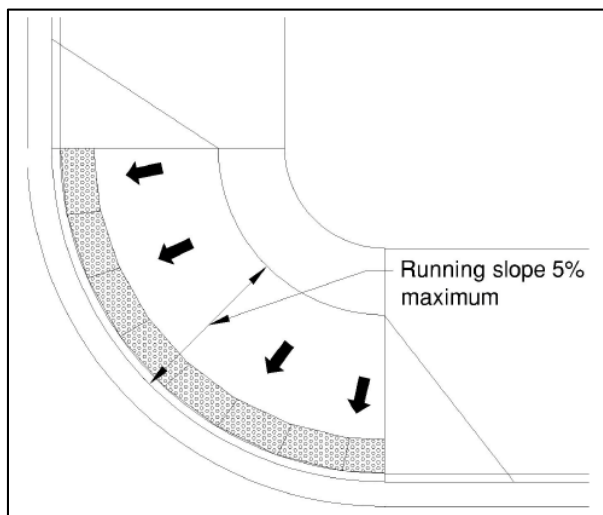


Figure 3 - Blended Transition Running Slope

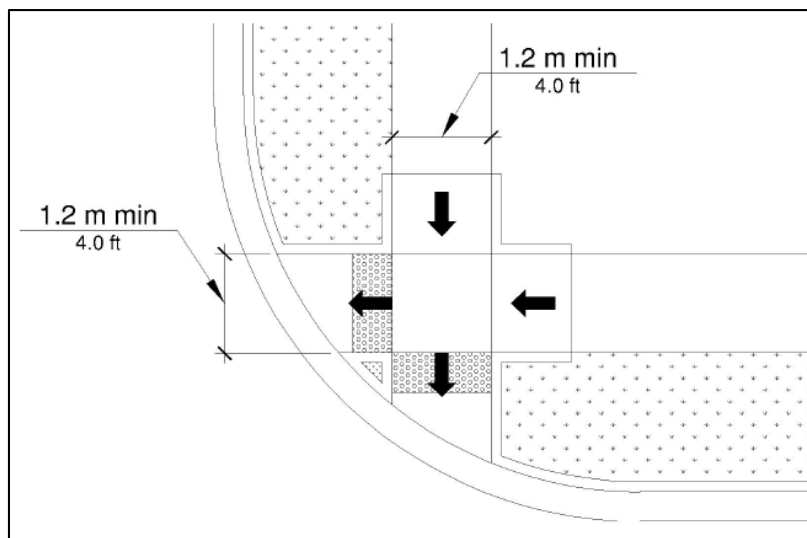


Figure 4 - Curb Ramp Run Clear Width

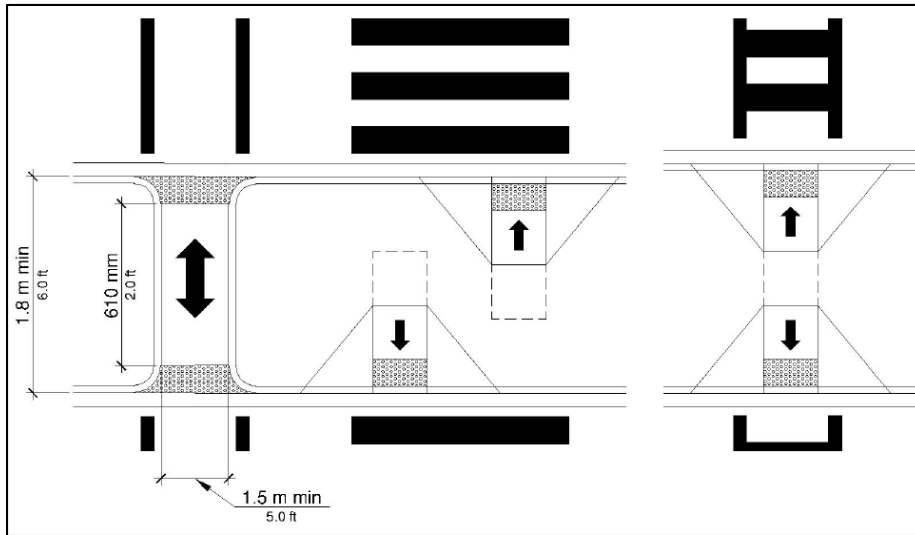


Figure 5 -Pedestrian Refuge Island

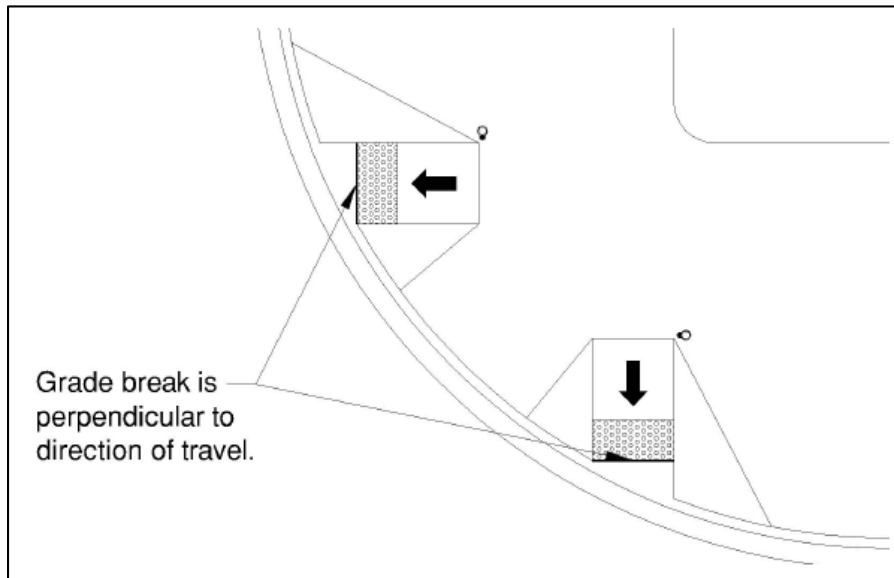


Figure 6 - Curb Ramp Grade Breaks

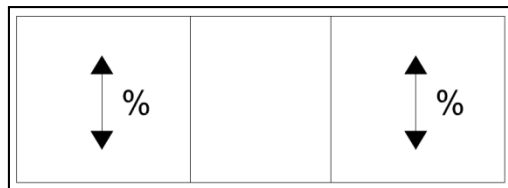


Figure 7A - Parallel Curb Ramp Cross Slopes

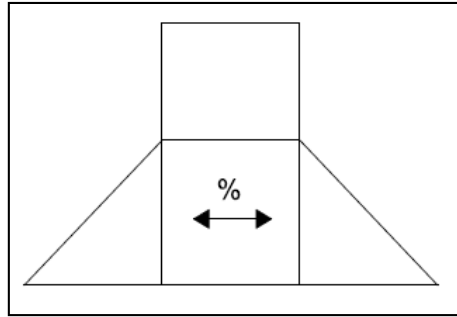


Figure 7B - Perpendicular Curb Ramp Cross Slope

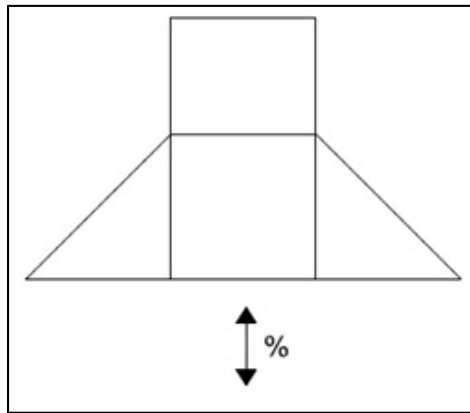


Figure 8 - Gutter Counter Slope

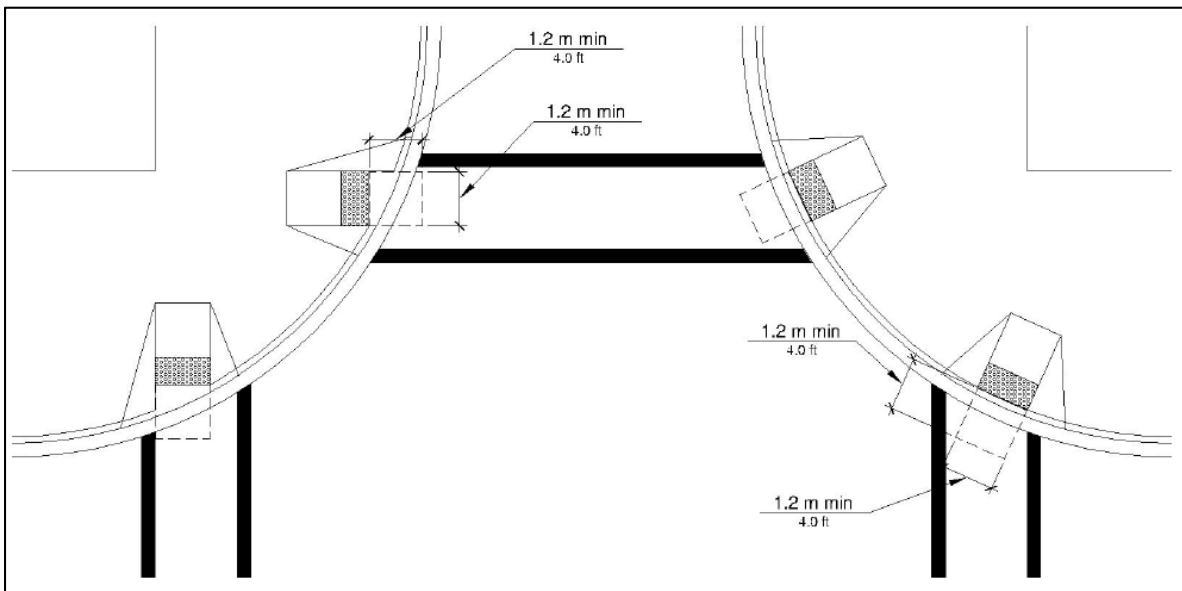


Figure 9 - Curb Ramp Clear Space

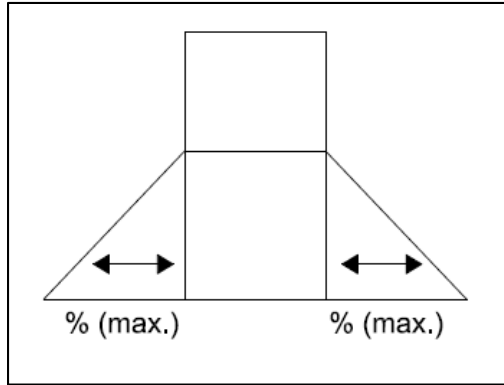


Figure 10 - Flare Slopes

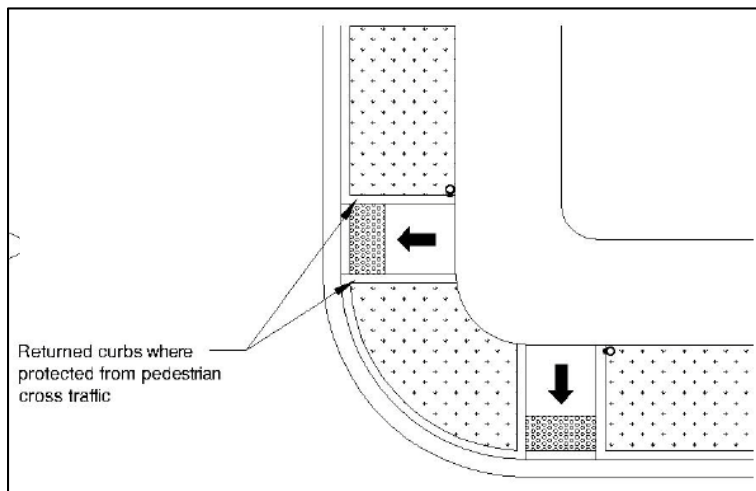


Figure 11 - Protected Curbed Curb Ramp Sides

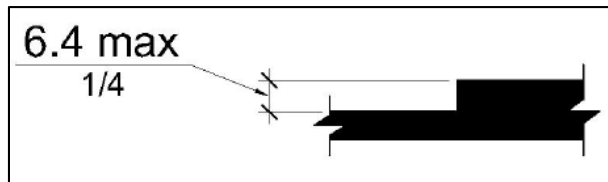


Figure 12 - Vertical Discontinuities

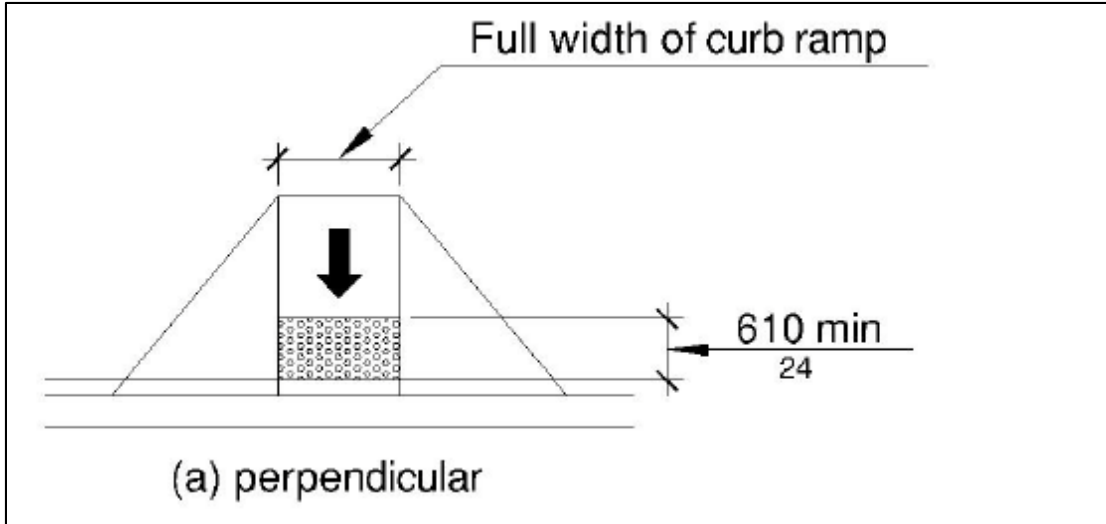


Figure 13A - Detectable Warning Surface Placement (Perpendicular Curb Ramps)

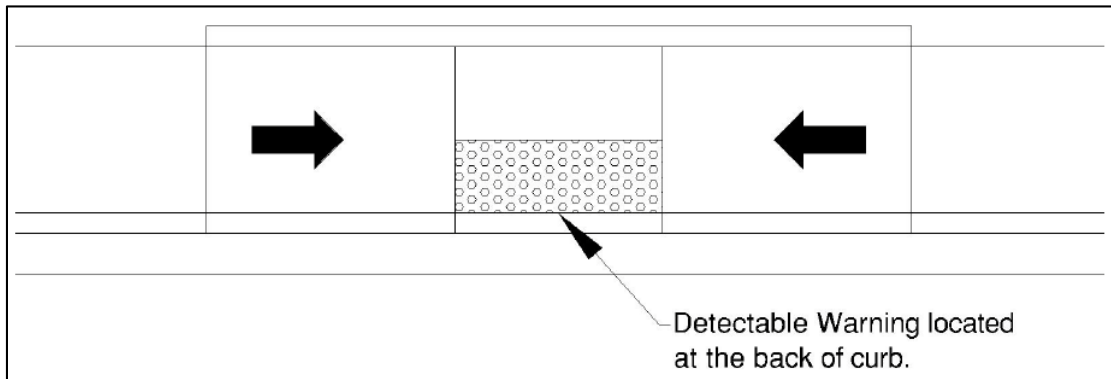


Figure 13B - Detectable Warning Surface Placement (Parallel Curb Ramps)

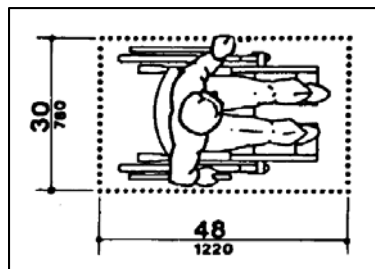


Figure 14 - Push Button Clear Space

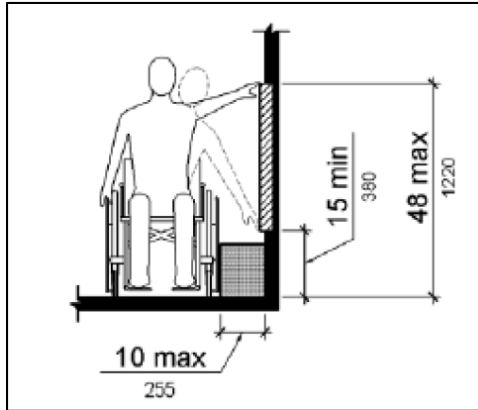


Figure 15 – Push Button Horizontal Reach and Mounting Height

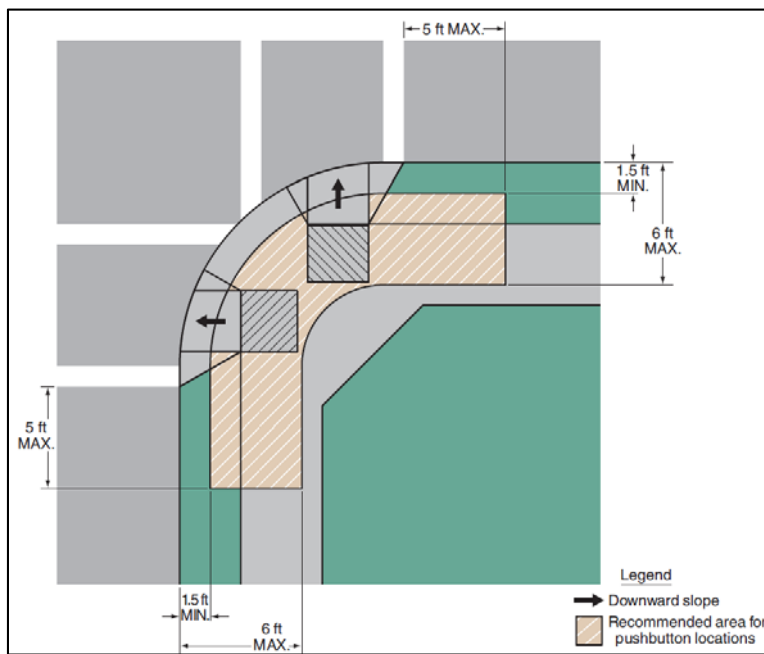


Figure 16 – Push Button Placement

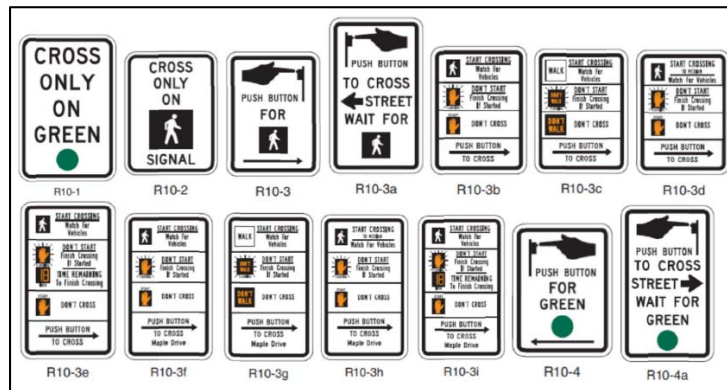


Figure 17 – Push Button Signs

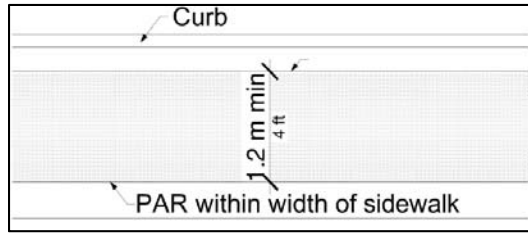


Figure 18 - Accessible Route Continuous Width

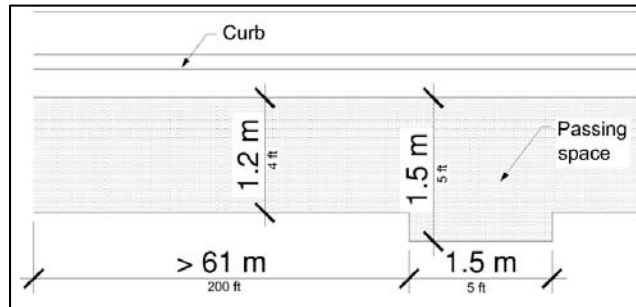


Figure 19 - Accessible Route Passing Spaces

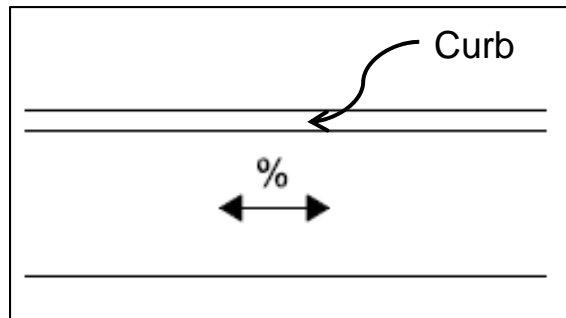


Figure 20 - Accessible Route Running Slope

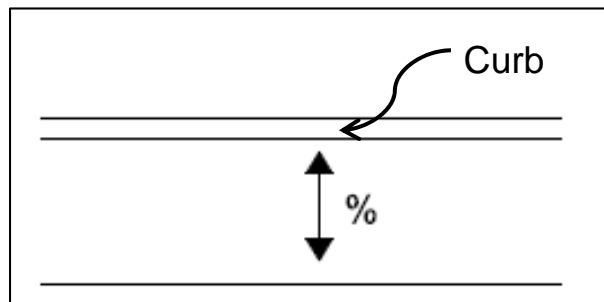


Figure 21 - Accessible Route Cross Slope

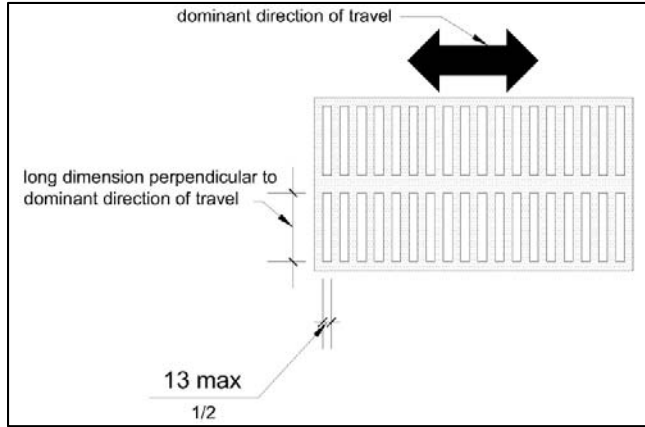


Figure 22 - Openings in Grates and Joints

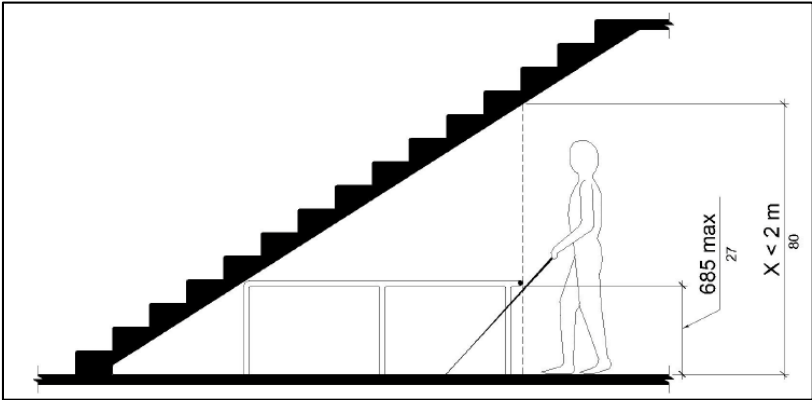


Figure 23 - Reduced Vertical Clearance

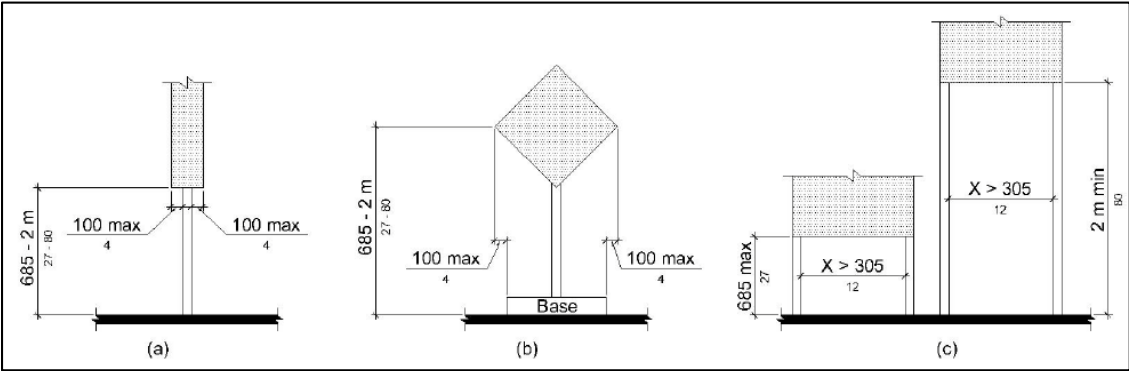


Figure 24 - Post-mounted Object Overhang Allowable Dimensions