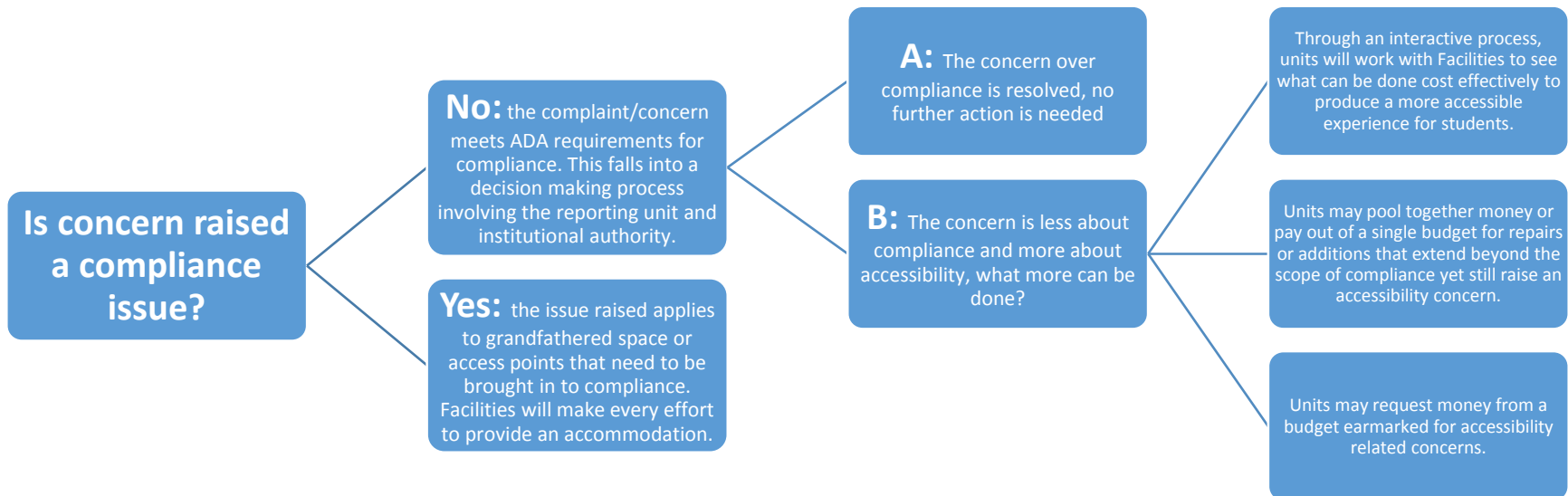


Facilities Procedure for Accessibility or Compliance Related Requests:

All doorways, entry ways, equipment height, etc. will be checked to ensure compliance with the Americans with Disabilities Act (ADA) of 1990 as amended. If there is a question about whether or not a space or entry way is in fact ADA compliant, the space will be assessed according to the **Checklist for Physical Accessibility to Offices** based on the Americans with Disabilities Act: Accessibility Guidelines for Buildings and Facilities (ADAAG) (i.e. 5lbf. maximum force to open a door). Per the example, if a door meets the requirements for ADA compliance, but there is still concern equitable access, there are other options available to address the situation in the sake of accessibility, which may incur a cost to the requesting department(s). The following diagram will outline the procedure for how to produce a collaborative solution alongside the Facilities Office for ADA related accessibility issues as well as achievable “work around” scenarios for barriers faced on campus.



I. ACCESSIBLE APPROACH/ENTRANCE**II.****Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)** **Yes** **No**Is there a route of travel that does not require the use of stairs? Is the route of travel stable, firm and slip resistant? Is the route at least 36" wide? Can all objects protruding into the circulation path be detected by a person with a visual disability using a cane? In order to be detected, an object must be within 27" of the ground and objects hanging overhead must be higher than 80" to provide clear head room. **Ramps (ADAAG 4.8)** **Yes** **No**Are slopes of ramps no greater than 1:12? Do ramps longer than 6' have railings on both sides? Are railings sturdy and between 34" and 38" high? Is the ramp width at least 36"? Are ramps non-slip? Is there a 5' long level landing at every 30' horizontal length of ramp, at top and bottom of ramps and switchback? Does the ramp rise no more than 30" between landings? **Entrance and Doors (ADAAG 4.13, 4.14, 4.5)** **Yes** **No**If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternate accessible entrance? Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? Can the alternative accessible entrance be used independently? Does the entrance door have at least 32" clear opening (for a double door, at least one 32" leaf)? **Entrance and Doors (cont.)** **Yes** **No****Reference:** *Americans with Disabilities Act: Accessibility Guidelines for Buildings and Facilities (ADAAG)*

Entrance and Doors (ADAAG 4.13, 4.14, 4.5)	Yes	No
Is the threshold edge ¼" high or less, or if beveled edge, no more than ¾" high?	___	___
If provided, are carpeting or mats a maximum of ½" high?	___	___
Are edges securely installed to minimize tripping hazards?	___	___
Is the door handle no higher than 48" and operable with a closed fist?	___	___
Can doors be opened without too much force (exterior doors reserved, maximum of 5 lbf. For interior doors)?	___	___
If the door has a closer, does it take at least 3 seconds to close?	___	___
Do doors into public spaces have at least a 32" clear opening?	___	___
Does the accessible entrance provide direct access to the main floor, lobby, or elevator?	___	___
III. ACCESS TO GOODS AND SERVICES		
Rooms and Spaces (ADAAG 4.2, 4.3, 4.4, 4.5)	Yes	No
Does the accessible entrance provide direct access to the main floor, lobby, or elevator?	___	___
Are all public spaces on an accessible route of travel?	___	___
Is the accessible route to all public spaces at least 36" wide?	___	___
Is there a 5' circle or T-shaped space for a person using a wheelchair to reverse direction?	___	___
Is carpeting low pile, tightly woven, and securely attached along edges?	___	___
In circulation paths through public areas, are all obstacles cane detectable (located within 27" of the floor or higher than 80", or protruding less than 4" from the wall)?	___	___

Reference: *Americans with Disabilities Act: Accessibility Guidelines for Buildings and Facilities (ADAAG)*

Emergency Egress (ADAAG 4.3) **Yes** **No**

If emergency systems are provided, do they have both flashing lights and audible signals? ___ ___

Signage (ADAAG 4.3) **Yes** **No**

If provided, do signs and room numbers designating permanent rooms and spaces comply with the appropriate requirements for such signage?

Signs mounted with centerline 60" from floor? ___ ___

Mounted on wall adjacent to latch side of door? ___ ___

Raised characters, sized between 5/8" and 2" high, with high contrast (for room numbers, rest rooms, exits)? ___ ___

Brailled text of the same information? ___ ___

If pictogram is used, it must be accompanied by raised characters and braille. ___ ___

Directional and Information Signage:

If mounted above 80", do they have letters 3" high, with high contrast, and non-glare finish? ___ ___

Controls (ADAAG 4.27) **Yes** **No**

Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height? ___ ___

- Reach Ranges: The maximum height for a side reach is 54"; for a forward reach, 48". The minimum reachable height is 15" for a front approach and 9" for a side approach.

Are they operable with a closed fist? ___ ___

Seats, Tables and Counters (ADAAG 4.2, 4.32, 7.2)	Yes	No
Are the aisles between fixed seating (other than assembly area seating) at least 36" wide?	___	___
Are spaces for wheelchair seating distributed throughout?	___	___
Are the tops of tables or counters between 28" and 34" high?	___	___
Are knee spaces at accessible tables at least 27" high, 30" wide, and 19" deep?	___	___
At each type of cashier counter, is there a portion of the main counter that is no more than 36" high?	___	___
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?	___	___
Vertical Circulation (ADAAG 4.1.3(5), 4.3)	Yes	No
Are there ramps, lifts, or elevators to all public levels?	___	___
On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?	___	___
Stairs (ADAAG 4.9)	Yes	No
Do treads have a non-slip surface?	___	___
Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?	___	___
Elevators (ADAAG 4.10)	Yes	No
Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?	___	___
Are there call buttons in the hallway no higher than 42"?	___	___
Do the controls inside the cab have raised and Braille lettering?	___	___
Elevators (cont.)	Yes	No
Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?	___	___

Reference: *Americans with Disabilities Act: Accessibility Guidelines for Buildings and Facilities (ADAAG)*

Elevators (ADAAG 4.10) **Yes** **No**

If an emergency intercom is provided, is it usable without voice communication?

Is the emergency intercom identified by braille and raised letters?

Lifts (ADAAG 4.2, 4.11) **Yes** **No**

Can the lift be used without assistance? If not, is a call button provided?

Is there at least 30" by 48" of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

Are controls between 15" and 48" high (up to 54" if a side approach is possible)?

III. USABILITY OF RESTROOMS**Accessibility of the Restrooms (ADAAG 4.1)** **Yes** **No**

If restrooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms (See "Signage" section of "Rooms and Spaces" above for requirements)?

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below item?

Is the doorway at least 32" clear?

Are doors equipped with accessible handles (operable with a closed fist), 48" high or less?

Doorways and Passages (cont.) **Yes** **No**

Can doors be opened easily (5lbf. Maximum force)?

Reference: *Americans with Disabilities Act: Accessibility Guidelines for Buildings and Facilities (ADAAG)*

Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? ___ ___

- A person in a wheelchair needs 36" of clear width for forward movement, and a 5' diameter or T-shaped clear space to make turns. A minimum distance of 48" clear of the door swing is needed between the two doors of an entry vestibule.

Is there a 36" wide path to all fixtures? ___ ___

Stalls (ADAAG 4.17)

Yes No

Is the stall door operable with a closed fist, inside and out? ___ ___

Is there a wheelchair-accessible stall that has an area of at least 5" by 5", clear of the door swing, or is there a stall that is less accessible but that provides greater access than a typical stall (either 36" by 69" or 48" by 69")? ___ ___

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet? ___ ___

Is the toilet seat 17" to 19" high? ___ ___

Lavatories (ADAAG 4.19, 4.24)

Yes No

Does one lavatory have a 30" wide by 48" deep space in front? ___ ___

- A maximum of 19" of the required depth may be under the lavatory.

Is the lavatory rim no higher than 34"? ___ ___

Is there at least 29" from the floor to the bottom of the lavatory apron (excluding pipes)? ___ ___

Can the faucets be operated with one closed fist? ___ ___

Is the mirror mounted with the bottom edge of the reflecting surface 40" high or lower? ___ ___

Lavatories (ADAAG 4.19, 4.24)	Yes	No
Are soap and other dispensers and hand dryers within reach ranges (See "Controls" section) and usable with one closed fist?	___	___

IV. ADDITIONAL ACCESS

Drinking Fountains (ADAAG 4.15)	Yes	No
Is there at least one fountain with clear floor space of at least 30" by 48" in front?	___	___
Is there one fountain with its spout no higher than 36" from the ground, and another with a standard height spout (or a single "high-lo" fountain)?	___	___
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	___	___
Is each water fountain cane-detectable (located within 27" of the floor or protruding into the circulation space less than 4" from the wall)?	___	___

Telephones (ADAAG 4.31)	Yes	No
If pay or public use phones are provided, is there clear floor space of at least 30" by 48" in front of at least one?	___	___
Is the highest operable part of the phone no higher than 48" (up to 54" if a side approach is possible)?	___	___
Does the phone protrude no more than 4" into the circulation space?	___	___
Does the phone have push button controls?	___	___
Is the phone hearing aid compatible?	___	___
Is the phone adapted with volume control?	___	___
Is the phone with volume control identified with appropriate signage?	___	___