

**5.2 ADA CHECKLIST**  
**AMERICANS WITH DISABILITIES ACCESSIBILITY REPORT**

Answer all questions for the proposed facility as it now exists. If the site as it now exists is deficient in any respect, list in the spaces provided all improvements the landlord or you will make if you are awarded a deputy registrar contract. Be specific. You may use the possible solutions noted on this form or you may propose your own solutions. If the proposed facility is under construction, answer all questions regarding the facility after completion in accordance with the construction plans. If any question clearly does not apply, mark it "Not Applicable" or "N/A."

**1. ACCESSIBLE ENTRANCE.** People with disabilities should be able to arrive at a parking space accessible to persons with disabilities 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. "Accessible space" means a parking space which meets all Americans with Disabilities (ADA) requirements for disability (formerly "Handicapped") parking. "Accessible entrance" means an entrance to a building which meets ADA requirements for access by persons with disabilities, including persons who are in wheelchairs.

- A. Is there a path of travel from the disability accessible parking space to the agency entrance that does not require the use of stairs? No \_\_\_\_\_ Yes \_\_\_\_\_
- B. Is the path of travel stable, firm, and slip-resistant? No \_\_\_\_\_ Yes \_\_\_\_\_
- C. Except for curb cuts, is the path at least 36 inches wide? No \_\_\_\_\_ Yes \_\_\_\_\_
- D. Do curbs on the pathway have curb cuts at least 32 inches wide at all necessary points? No \_\_\_\_\_ Yes \_\_\_\_\_

If the answer is "no" to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to, adding a ramp, designing an alternative path of travel, repairing surfaces, widening the pathway, installing curb cuts, etc.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_

**2. RAMPS.** Are ramps necessary to permit wheelchair access? Yes \_\_\_\_\_ No \_\_\_\_\_

*If "yes" complete the following information. If "no," skip forward to "Parking and Drop-Off Areas," next page.*

A. Are the slopes of ramps no greater than 1:12? No \_\_\_\_\_ Yes \_\_\_\_\_

*Slope is given as a ratio of the height to 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.*

B. Do all ramps longer than six (6) feet have railings on both sides? No \_\_\_\_\_ Yes \_\_\_\_\_

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- C. Are railings sturdy, and between 34 and 38 inches high? No \_\_\_\_\_ Yes \_\_\_\_\_
- D. Is the width between railings at least 36 inches? No \_\_\_\_\_ Yes \_\_\_\_\_
- E. Are ramps non-slip? No \_\_\_\_\_ Yes \_\_\_\_\_
- F. Is there a 5-foot-long level landing at the top of the ramp, at the bottom of the ramp, at switchbacks, if any, and at every 30-foot horizontal length of ramp? No \_\_\_\_\_ Yes \_\_\_\_\_

*The ramp should rise no more than 30 inches between landings.*

If ramps are necessary, and the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to, lengthening ramp to decrease slope, relocating ramp, rebuilding ramp, adding railings, repairing or adjusting railings, adding non-slip surface materials, etc.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_

3. **PARKING AND DROP-OFF AREAS.** Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped access aisle)? No \_\_\_\_\_ Yes \_\_\_\_\_

For guidance in determining the appropriate number to designate, the table below gives the ADA requirements for new construction and alterations.

Total spaces	Accessible						
1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces

- A. Are 16-foot wide spaces, with 98 inches of vertical clearance, Available for lift-equipped vans? No \_\_\_\_\_ Yes \_\_\_\_\_
- At least one of every 8 accessible spaces must be van-accessible.*
- B. Are the accessible spaces closest to the accessible entrance? No \_\_\_\_\_ Yes \_\_\_\_\_
- C. Are the accessible spaces marked with the International Symbol of Accessibility (standard disability parking sign)? No \_\_\_\_\_ Yes \_\_\_\_\_

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If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to, reconfiguring spaces by repainting stripes, moving the spaces, adding proper signs, etc.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

After improvements, if any, have been made, how far will it be between the nearest accessible parking space to the nearest accessible building or mall entrance using the most direct path a wheelchair can safely travel?

Measurement = \_\_\_\_\_ Feet

Is the nearest accessible space within two hundred (200) feet of the accessible entrance? No \_\_\_\_\_ Yes \_\_\_\_\_

Is the nearest accessible space within one hundred (100) feet of the accessible entrance? No \_\_\_\_\_ Yes \_\_\_\_\_

**4. ENTRANCE.** If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? No \_\_\_\_\_ Yes \_\_\_\_\_

A. Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? No \_\_\_\_\_ Yes \_\_\_\_\_

B. Can the accessible entrance be used independently? No \_\_\_\_\_ Yes \_\_\_\_\_

C. Does entrance door have at least 32 inches clear opening (for double door, at least one 32-inch leaf)? No \_\_\_\_\_ Yes \_\_\_\_\_

D. Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? No \_\_\_\_\_ Yes \_\_\_\_\_

*A person using a wheelchair needs this space to get close enough to open the door*

E. Is the threshold level (less than 1/4 inch high) or beveled, up to 1/2 inch high? No \_\_\_\_\_ Yes \_\_\_\_\_

F. Are doormats 1/2 inch high or less with beveled or secured edges? No \_\_\_\_\_ Yes \_\_\_\_\_

G. Is the door handle no higher than 48 inches and operable with a closed fist? No \_\_\_\_\_ Yes \_\_\_\_\_

*(The “closed fist” test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.)*

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If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_

**5. ACCESS TO ALL DEPUTY REGISTRAR 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 upon request.

- A. Does the accessible entrance provide direct access to the main floor, lobby, or elevator? No \_\_\_\_\_ Yes \_\_\_\_\_
- B. Are all public spaces on an accessible path of travel? No \_\_\_\_\_ Yes \_\_\_\_\_
- C. Is the accessible route to all public spaces and services at least 36 inches wide (except for interior doors)? No \_\_\_\_\_ Yes \_\_\_\_\_
- D. Are the aisles between chairs or tables at least 36 inches wide? No \_\_\_\_\_ Yes \_\_\_\_\_
- E. Are there spaces for wheelchair seating distributed throughout? No \_\_\_\_\_ Yes \_\_\_\_\_
- F. Do interior doors into public spaces have at least a 32-inch clear opening? No \_\_\_\_\_ Yes \_\_\_\_\_
- G. On the pull side of interior doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair can get close enough to open the door? No \_\_\_\_\_ Yes \_\_\_\_\_
- H. Can doors be opened without too much force? No \_\_\_\_\_ Yes \_\_\_\_\_
- I. Are door handles 48 inches high or less and operable with a closed fist? No \_\_\_\_\_ Yes \_\_\_\_\_
- J. Are all interior thresholds, if any, level (less than 1/4 inch high), or beveled, up to 1/2 inch high? No \_\_\_\_\_ Yes \_\_\_\_\_
- K. Is carpeting, if any, low-pile, tightly woven, and securely attached along edges? No \_\_\_\_\_ Yes \_\_\_\_\_

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If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_
- I. \_\_\_\_\_
- J. \_\_\_\_\_
- K. \_\_\_\_\_

**SEATS, TABLES & COUNTERS**

- A. Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide? No \_\_\_\_\_ Yes \_\_\_\_\_
- B. Is the top of the ADA table or counter between 28 and 34 inches high? No \_\_\_\_\_ Yes \_\_\_\_\_
- C. Are knee spaces at accessible tables at least 27 inches clearance height, 30 inches wide, and 19 inches deep? No \_\_\_\_\_ Yes \_\_\_\_\_

If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

**6. RESTROOM USAGE.** Restrooms should be accessible to people with disabilities.

- A. Is there currently a restroom available for use by the customers of the agency? No \_\_\_\_\_ Yes \_\_\_\_\_
- B. Is at least one restroom (either one for each sex, or unisex) fully ADA accessible? No \_\_\_\_\_ Yes \_\_\_\_\_

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- C. Is there adequate signage identifying the ADA restroom(s)? No \_\_\_\_\_ Yes \_\_\_\_\_
- D. Is the doorway of the ADA restroom at least 32 inches clear? No \_\_\_\_\_ Yes \_\_\_\_\_
- E. Are doors to the ADA restroom(s) equipped with accessible handles (operable with a closed fist), 48 inches high or less? No \_\_\_\_\_ Yes \_\_\_\_\_
- F. Can doors to the ADA restroom(s) be opened easily (5-pound maximum force)? No \_\_\_\_\_ Yes \_\_\_\_\_
- G. Does the entry configuration to the ADA restroom(s) provide adequate maneuvering space for a person using a wheelchair? No \_\_\_\_\_ Yes \_\_\_\_\_
- H. Is there a 36-inch-wide path to all fixtures in the ADA restroom(s)? No \_\_\_\_\_ Yes \_\_\_\_\_

If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_
- H. \_\_\_\_\_

**STALLS.** The following questions apply to ADA restroom(s).

- A. Is the stall door operable with a closed fist, inside and out? No \_\_\_\_\_ Yes \_\_\_\_\_
- B. Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, 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 inches or 48 by 69 inches)? No \_\_\_\_\_ Yes \_\_\_\_\_
- C. In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet? No \_\_\_\_\_ Yes \_\_\_\_\_
- D. Is the toilet seat 17 to 19 inches high? No \_\_\_\_\_ Yes \_\_\_\_\_

If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

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- A. \_\_\_\_\_
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- C. \_\_\_\_\_
- D. \_\_\_\_\_

**LAVATORIES.** The following questions apply to ADA restroom(s).

- A. Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? No \_\_\_\_\_ Yes \_\_\_\_\_
- B. A maximum of 19 inches of the required depth may be under the lavatory. No \_\_\_\_\_ Yes \_\_\_\_\_
- C. Is the lavatory rim no higher than 34 inches? No \_\_\_\_\_ Yes \_\_\_\_\_
- D. Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)? No \_\_\_\_\_ Yes \_\_\_\_\_
- E. Can the faucet be operated with one closed fist? No \_\_\_\_\_ Yes \_\_\_\_\_
- F. Are soap and other dispensers and hand dryers within reach ranges and usable with one closed fist? No \_\_\_\_\_ Yes \_\_\_\_\_
- G. Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower? No \_\_\_\_\_ Yes \_\_\_\_\_

If the answer is “no” to any of these questions, list specific improvements which will be made if you are awarded a contract. Possible solutions include, but are not limited to repair, replacement, or removal of any fixtures or materials creating obstacles.

Improvements to be made:

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_
- F. \_\_\_\_\_
- G. \_\_\_\_\_