



# AccessAbility Decal Program SCREENING FORM

**PLEASE NOTE: You must submit Screening Form results online at [bloomington.in.gov/AccessAbility](http://bloomington.in.gov/AccessAbility).**

Please use this checklist to document your screening. Photos may also be submitted online to document the findings reported.

*This form is only a basic guide for evaluation purposes, and is not a substitute for state and federal accessibility standards.*

**FACILITY NAME:** \_\_\_\_\_ **SCREENING DATE:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BUSINESS CONTACT:** \_\_\_\_\_ **CONTACT EMAIL:** \_\_\_\_\_

**SURVEYOR(S):** \_\_\_\_\_

**SURVEYOR PHONE:** \_\_\_\_\_ **SURVEYOR EMAIL:** \_\_\_\_\_

 <b>PARKING</b>	
1. Is there dedicated parking for the facility? (parking over which the facility has control) If No, skip to "Path of Travel."	Yes <input type="radio"/> No <input type="radio"/>
a. If yes, how many total spaces are there?	_____
b. Of those spaces, how many have upright signs saying they are accessible spaces?	_____
c. Of those accessible spaces, how many have upright signs saying they are "van accessible"?	_____
d. Do all the accessible spaces have a striped access aisle?	Yes <input type="radio"/> No <input type="radio"/>
e. Are the aisles at least 5 feet wide?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
f. Is the width of each van accessible space plus adjacent access aisle equal to at least 16 feet?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
2. Is the accessible parking on the shortest route to the accessible entrance?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>COMMENTS ABOUT PARKING:</b>	

## PATH OF TRAVEL (TO GET TO ENTRANCE, COMMON AREAS, ETC.)

1. Is there a clear, accessible path of travel from parking to the facility entrance?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
2. Are there ramps and curbcuts?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <b>a. Measure the length of each ramp/curbcut.</b>                      A _____ feet/inches                      B _____ feet/inches                      C _____ feet/inches                 </td> <td style="width: 50%;"> <b>b. Measure the height of each ramp/curbcut at its highest point.</b>                      A _____ feet/inches                      B _____ feet/inches                      C _____ feet/inches                 </td> </tr> </table>	<b>a. Measure the length of each ramp/curbcut.</b> A _____ feet/inches B _____ feet/inches C _____ feet/inches	<b>b. Measure the height of each ramp/curbcut at its highest point.</b> A _____ feet/inches B _____ feet/inches C _____ feet/inches	
<b>a. Measure the length of each ramp/curbcut.</b> A _____ feet/inches B _____ feet/inches C _____ feet/inches	<b>b. Measure the height of each ramp/curbcut at its highest point.</b> A _____ feet/inches B _____ feet/inches C _____ feet/inches		
3. Are ramps/curbcuts at least 36" wide?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
4. Is any ramp longer than 6'? If No, skip to #5.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
<b>a.</b> If yes, does it have railings 34" to 38" high?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
5. Is any ramp longer than 30 feet? If No, skip to #6.	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
<b>a.</b> If yes, are there landings at least 5' x 5' every 30' of length?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
6. Are there uneven areas along the path of travel, more than ½"?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
7. Is the path of travel clear of protruding objects between 27" and 80" from the ground?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>		
<b>COMMENTS ABOUT PATH OF TRAVEL:</b>			

## ENTRANCE & DOORS

### FOR THE ACCESSIBLE ENTRANCE: EXTERIOR

1. If there is more than one public entrance to a facility, is it clear (by signage or observation) which is the accessible entrance?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
2. <b>a.</b> Is the exterior door an unobstructed, non-revolving, hinged door which can be opened with a closed fist (or automatically) and has an opening at least 32" wide? If no, indicate problem(s) in the Comments section.	Yes <input type="radio"/> No <input type="radio"/>
<b>b.</b> Measure the height of the door threshold. _____ (e.g. 4 inches)	
<b>c.</b> Is the edge of the threshold beveled (like a tiny ramp)?	Yes <input type="radio"/> No <input type="radio"/>

### FOR THE INTERIOR DOORS OPEN TO THE PUBLIC

3. <b>a.</b> If there are interior doors, are they unobstructed, non-revolving, hinged, easily opened with a closed fist and with an opening at least 32" wide? If No, indicate inaccessible door location(s) in the Comments section.	Yes <input type="radio"/> No <input type="radio"/>
<b>b.</b> If there is a threshold, measure the height. _____ (e.g. 4 inches)	
<b>c.</b> Is the edge beveled (like a tiny ramp)?	Yes <input type="radio"/> No <input type="radio"/>

### COMMENTS ABOUT DOORS:

--	--

## ELEVATORS, STAIRS, & RAILINGS

1. How many levels owned by this business and open to the public are there? One _____ Two _____ Three or more _____ If one, skip to "Common Areas."	
2. Is there an elevator? If No, skip to "Common Areas."	Yes <input type="radio"/> No <input type="radio"/>
3. Are all levels open to the public accessible by ramp or elevator?	Yes <input type="radio"/> No <input type="radio"/>
4. If there are elevators, are controls no higher than 48"; closed fist operable; marked with raised characters and Braille? If no, indicate problem(s) in Comments section. If there are no elevators, go to #5.	Yes <input type="radio"/> No <input type="radio"/>
a. Do elevators have both visual and audible floor indicators and Braille floor indicators on the exterior frame of the elevator on each floor? If no, indicate problem(s) in Comments section.	Yes <input type="radio"/> No <input type="radio"/>
5. Are there ramps? If No, skip to #6.	Yes <input type="radio"/> No <input type="radio"/>
a. Do any ramps along the path(s) of travel exceed 6" in height, or 72' in length?	Yes <input type="radio"/> No <input type="radio"/>
b. If yes, are there firm and stable handrails on both sides, parallel with the ground surface, with continuous gripping surfaces between 34" and 38" above ramp surface, and extending at least one foot beyond ramp, with a rounded end? If no, indicate the problem(s) in Comments section. If there are no long ramps, go to #6.	Yes <input type="radio"/> No <input type="radio"/>
6. Are there flights of stairs accessing the public areas?	Yes <input type="radio"/> No <input type="radio"/>
a. If yes, are there firm and stable handrails on both sides, with continuous gripping surfaces between 34" and 38" above stair? If no, indicate the problem(s) in Comments section. If there are no stairs, go to next section.	Yes <input type="radio"/> No <input type="radio"/>
b. Do handrails extend at least one foot beyond the top riser, and one foot plus the width of one tread beyond the bottom riser, the top extension parallel with the ground surface, and the bottom continuing to slope for the width of one tread from the bottom riser, and then horizontal for at least one foot? If no, indicate the problem(s) in Comments section.	Yes <input type="radio"/> No <input type="radio"/>
<b>COMMENTS ABOUT ELEVATORS, STAIRS, &amp; RAILINGS:</b>	

## COMMON AREAS (INTERIOR AND EXTERIOR)

1. Are the aisles at least 36" wide?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
2. Are the aisles free from protrusions that stick out more than four inches into the aisle between the height of 27" to 80"?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
3. a. If there is a service counter, measure the height _____ at the lowest point. (e.g. 1'6")	
b. If there is a service counter, measure the width _____ at the lowest point. (e.g. 1'6")	
c. If there is a service counter, is it the same depth at the lowest and highest point?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
4. Are seating/tables fixed? (If no seating/tables, skip to the next section.)	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
5. Is there an outdoor dining area? If No, skip to next section.	Yes <input type="radio"/> No <input type="radio"/>
a. Is it on the same level or ramped?	Yes <input type="radio"/> No <input type="radio"/>
<b>COMMENTS ABOUT COMMON AREAS:</b>	

## PUBLIC RESTROOMS AND DRINKING FOUNTAINS

1. Are there public restrooms owned by the business? (If No, skip to #2)	Yes <input type="radio"/> No <input type="radio"/>
a. Is there accessibility signage (raised lettering, international symbol of accessibility) near the restroom?	Yes <input type="radio"/> No <input type="radio"/>
b. What is the width of the door opening? _____	
c. If there are multiple floors open to the public, is there one accessible restroom per floor?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
d. Is the restroom/stall at least 5' x 5' (measured wall to wall)?	Yes <input type="radio"/> No <input type="radio"/>
e. Are there grab bars at the back and side of the toilet?	Yes <input type="radio"/> No <input type="radio"/>
f. What is the distance from the floor to the operable part of the following fixtures: Paper towel dispenser _____ (e.g. 40", or 3' 4") Soap dispenser _____ Hand dryer _____	
g. Is the toilet paper dispenser between 15" and 48" from the ground and no farther than 9" in front of the toilet?	Yes <input type="radio"/> No <input type="radio"/>
2. If there is a drinking fountain, is one spout no higher than 36", measured from the floor to the spout outlet?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
<b>COMMENTS ABOUT PUBLIC RESTROOMS AND DRINKING FOUNTAINS:</b>	

## CUSTOMER SERVICE AND EMPLOYMENT

1. Does staff receive information during orientation on how to serve customers with disabilities?	Yes <input type="radio"/> No <input type="radio"/>
2. Does the business want assistance in obtaining materials in alternative formats for people with visual disabilities?	Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>
3. Does the business want assistance in obtaining materials to assist customers with disabilities?	Yes <input type="radio"/> No <input type="radio"/>
<b>COMMENTS ABOUT CUSTOMER SERVICE AND EMPLOYMENT:</b>	

To submit your Screening Form results, go to [www.bloomington.in.gov/AccessAbility](http://www.bloomington.in.gov/AccessAbility)