

## **Answer Sheet for Current (as of NOVEMBER 2017) Accessibility Survey Form**

*Sometimes the "answer" is included in the question. The highlighted (yellow) comments indicate the "correct" specifications (in other words, what is required for accessibility).*

### **PARKING**

#### **1. Dedicated parking?**

Is there dedicated parking for the facility? (parking over which the facility has control) If No, skip to "Path of Travel." Yes  No

(If no parking provided, none is required, but if any parking is provided there must be at least 1 accessible space and it must be a "van accessible" one—8 ft. wide with an additional 8 ft. access aisle)

##### **A. Total spaces?**

How many total spaces are there?

##### **B. Accessible spaces?**

How many accessible spaces are there?

##### **C. Upright accessibility signs?**

Of those spaces, how many have upright signs saying they are accessible spaces?

(there should be 1 accessible space per 25 (the ratio changes over 100))

##### **D. Van accessible spaces?**

How many van accessible spaces are there?

##### **E. Upright van accessibility sign?**

Of those van accessible spaces, how many have upright signs saying they are "van accessible"?

(there should be 1 van space per 6 accessible spaces--if constructed before 3/15/2012, 1 per 8 is permissible)

##### **F. Striped access aisle?**

Do all the accessible spaces have a clearly marked access aisle (two spaces may share a common aisle)? Yes  No

##### **G. Appropriate aisle width?**

Are the aisles at least 5 feet wide? Yes  No  N/A  (except for "van accessible" aisle, which is 8 feet wide)

##### **H. Van & access aisle appropriate width**

Is the width of each van accessible space plus adjacent access aisle equal to at least 16 feet? Yes  No  N/A

#### **2. Closest route to entrance?**

Is the accessible parking on the closest (and/or safest) route to the accessible entrance? Yes  No  N/A

#### **3. 8'6" garage clearance?**

If there is a garage entrance, is it 8' 6" vertical clearance? Yes   
No  N/A

COMMENTS ABOUT PARKING (attach photo if ambiguous):

Provided *Accessible Parking Spaces* Handout (only if there is an issue and the organization expresses interest in change)? Yes  No

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

#### **1. Clear, accessible path?**

Is there a clear, accessible path of travel from parking to the facility entrance? Yes  No  N/A

**2. Ramps and curbcuts?**

Are there ramps and curbcuts? Yes  No  N/A

A. Measure the length of each ramp/curbcut.

B. Measure the height of each ramp/curbcut at its highest point.

Ramps and curbcuts should not be steeper than one foot of length for every inch of rise (e.g - 3"height, 3' length).

**3. Ramps/curbcuts appropriate width?**

Are ramps/curbcuts where the slope begins and ends at least 36" wide? Yes  No  N/A

**4. Ramp longer than 6'?**

Is any ramp longer than 6'? if no, skip to #5. Yes  No  N/A  if it is, it has to have a railing.

A. Railings 34" to 38" high?

If yes, does it have railings 34" to 38" high? Yes  No  N/A

**5. Ramp longer than 30'?**

Is any ramp longer than 30 feet? if no, skip to #6. Yes  No  N/A  if it is, it has to have a 5'x5' level area every 30 feet, and at the top and bottom.

A. 5' x 5' landings every 30'?

If yes, are there landings at least 5' x 5' every 30' of length? Yes  No  N/A

**6. Uneven areas more than 1/2"?**

Are there uneven areas along the path of travel, more than 1/2" high? Yes  No  N/A  (if so, they need to be leveled, or have beveling, but still not be higher than 3/4")

**7. Clear of protruding objects?**

Is the path of travel clear of protruding objects between 27" and 80" from the ground?

Yes  No  N/A

**8. Problematic slope?**

Is there a slope along the path of travel that is problematic? If so, comment or add photos below?

COMMENTS ABOUT PATH OF TRAVEL (attach photo if ambiguous):

**ENTRANCE & DOORS**

**FOR THE ACCESSIBLE ENTRANCE: EXTERIOR**

**1. Clearly defined accessible entrance?**

If there is more than one public entrance to a facility, is it clear (by signage or observation) which is the accessible entrance? Yes  No  N/A  (especially if only one of the entrances is accessible)

**2. A. Exterior doors meet appropriate requirements?**

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  No

**B. Height of door threshold?**

Measure the height of the door threshold.

**C. Edge of threshold beveled?**

Is the edge of the threshold beveled (like a tiny ramp)? Yes  No  N/A  (door threshold edge no more than 1/2 inch high or 3/4 inch high if slope is beveled no steeper than 1:2)

**3. Vestibule clearance?**

If there is a vestibule, is there at least 5' clearance between doors? Yes  No  N/A

**FOR THE INTERIOR DOORS OPEN TO THE PUBLIC**

**4. A. Interior doors meet appropriate requirements?**

If there are interior doors (except bathrooms), 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) and the problems in the Comments section. Yes  No  N/A

**B. Height of interior door threshold?**

If there is a threshold, measure the height.

**C. Edge of interior door threshold beveled?**

Is the edge beveled (like a tiny ramp)? Yes  No  (door threshold edge no more than 1/2 inch high Or 3/4 inch high if slope is beveled no steeper than 1:2?)

COMMENTS ABOUT DOORS (attach photo if ambiguous):

**Handout provided?**

Provided *Door Pounding Guidelines* Handout (only if there is an issue of a door seeming particularly heavy and hard to open and the organization expresses interest in change)? If there is an issue, we will come and use the door pounding gauge to formally measure the opening force. Yes  No  N/A

**ELEVATORS, STAIRS, & RAILINGS**

**1. Levels owned & open to public?**

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. All public levels accessible?

Are all levels open to the public accessible by ramp or elevator?

## 3. Elevator?

Is there an elevator? If no, skip to "common areas." Yes  No  (elevators not required for most bldgs under 3 floors, but public events must be on an accessible floor)

## 4. Elevator meets appropriate requirements?

If there are elevators, are controls no higher than 48"; closed fist operable; marked with raised characters and braille? Yes  No  if no, indicate problem(s) in comments section. If there are no elevators, go to #5.

### A. Appropriate floor indicators?

Do elevators have both visual and audible floor indicators and braille floor indicators on the exterior frame of the elevator on each floor? Yes  No  If no, indicate problem(s) in comments section.

## 5. Interior ramps?

Are there interior ramps? If no, skip to #6. Yes  No

### A. Ramps exceed 6' in height or 72" in length?

Do any ramps along the path(s) of travel exceed 6' in height, or 72' in length? Yes  No

### A. Handrails meet appropriate requirements?

If yes, are there firm and stable handrails on both sides, parallel with the ground surface, with continuous grippable surfaces between 34" and 38" above ramp surface, and extending at least one foot beyond ramp, with a rounded end? Yes  No  If no, indicate the problem(s) in comments section. If there are no long ramps, go to #6.

### B. Landings every 5' by 5' of every 30'?

If yes, are there landings at least 5' x 5' every 30' of length? Yes  No

If there are no long ramps, go to #6.

## 6. Stairs accessing public areas?

Are there flights of stairs accessing the public areas? Yes  No

### A. Stair handrails meet appropriate requirements?

If yes, are there firm and stable handrails on both sides, with continuous grippable surfaces between 34" and 38" above stair? Yes  No  if no, indicate the problem(s) in comments section.

if there are no stairs, go to next section.

### B. Handrails extend at least 1' beyond top riser?

At the top of stairs, do all handrails extend at least one foot beyond the top riser, parallel with the ground surface? Yes  No  if no, indicate the problem(s) in comments section.

### C. Handrail extension at bottom of stairs?

At the bottom of stairs, do handrails extend at the slope of the stair flight for a horizontal distance at least equal to the depth of one step? Yes  No

COMMENTS ABOUT ELEVATORS, STAIRS, & RAILINGS (attach photo if ambiguous):

## COMMON AREAS (INTERIOR AND EXTERIOR)

### 1. Aisles 36" wide?

Are the aisles at least 36" wide? Yes  No  N/A

**2. Aisles free from protrusions?**

Are the aisles free from protrusions that stick out more than four inches into the aisle between the height of 27" to 80"? Yes  No  N/A

**3. Service counter?**

Is the service counter necessary for transactions? If no, move to #5, but please include a comment on how staff accommodates a person's needs

**4. Height of service counter**

If there is a service counter, measure the height \_\_\_\_\_ at the lowest point. (e.g., 3')

**5. Credit card machine 48" high or less?**

Is the credit card machine less than 48" high? If you notice any other problem (touch screen, visibility issues, etc.), please mention them in the Comments section below. Yes  No  N/A

**6. Fixed seating and tables?**

Are seating/tables fixed? (If no seating/tables, skip to the next section.) Yes  No  N/A

**7. Outdoor dining area?**

Is there an outdoor dining area? If No, skip to next section. Yes  No

**A. On same level or ramped?**

Is it on the same level or ramped? Yes  No

COMMENTS ABOUT COMMON AREAS (attach photo if ambiguous):

PUBLIC RESTROOMS AND DRINKING FOUNTAINS

**1. Public restrooms used by business customers?**

Are there public restrooms used by the business customers? (If No, skip to #2) Yes  No

**A. Accessibility signage near restroom?**

Is there accessibility signage (raised lettering, international symbol of accessibility) near the restroom? Yes  No

**B. Width of restroom opening**

What is the width of the door opening? at least a 32" door

**C. Restroom doors meet appropriate requirements?**

For the bathroom 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) and the problems in the Comments section. Yes  No

**D. One accessible bathroom per floor?**

If there are multiple floors open to the public, is there at least one accessible restroom per floor? Yes  No  N/A

**E. Restroom/stall at least 5' by 5'?**

Does the restroom/stall have at least a 5' x 5' clear space? Yes  No

**F. Grab bars?**

Are there grab bars at the back and side of the toilet? Yes  No

**G. Distance from floor to part: Paper towels**

What is the distance from the floor to the operable part of the paper towel dispenser?

Paper towel dispenser: (e.g. 40", or 3' 4") Above lavatories less than 20 inches deep, no

higher than 48 inches above the floor

**Soap dispenser**

What is the distance from the floor to the operable part of the soap dispenser?

Reach across sink to soap dispenser is (25" max)

**Knee clearance from floor to sink**

What is the knee clearance from floor to bottom of sink? (27" min)

**Hand dryer:**

What is the distance from the floor to the operable part of the hand dryer?

No higher than 48 inches above the floor

**H. Sink have levers?**

Does the sink have levers (not knobs)? If the sink has something other than levers or knobs (such as automatic sensors or push buttons) describe them in the comments.

Yes  No  Other

**I. Toilet paper between 15" and 48" from ground?**

Is the toilet paper dispenser between 15" and 48" from the ground? Outlet of the dispenser located no less than 15 inches and no greater than 48 inches above the floor

Yes  No

**J. Toilet paper 9" of less in front of toilet?**

Is the toilet paper dispenser no farther than 9" in front of the toilet? No less than 7 inches and no greater than 9 inches from the front of the toilet to the centerline of the dispenser.

Yes  No

**2. Appropriate drinking fountain height?**

If there is a drinking fountain, is one of the spout no higher than 36", measured from the floor to the spout outlet? Yes  No  N/A

COMMENTS ABOUT PUBLIC RESTROOMS AND DRINKING FOUNTAINS (attach photo if ambiguous):

**CUSTOMER SERVICE AND EMPLOYMENT**

**1. Staff orientation?**

Does staff receive information during orientation on how to serve customers with disabilities?

Yes  No

**2. Business want format assistance?**

Does the business want assistance in obtaining materials in alternative formats for people with visual disabilities (*Guidelines for Preparing Menus in Large Print*)? Yes  No  N/A  ?

Contact Michael Shermis ([cca@bloomington.in.gov](mailto:cca@bloomington.in.gov))

**3. Business want general assistance?**

Does the business want assistance in obtaining materials to assist customers with disabilities (*ADA Guide for Small Businesses, The Power of Words: A Guide to Interacting with People with Disabilities, Access to Restaurants*)? Yes  No  Contact Michael Shermis

[cca@bloomington.in.gov](mailto:cca@bloomington.in.gov)

COMMENTS ABOUT CUSTOMER SERVICE AND EMPLOYMENT: