Please note: You must submit Screening Form results online at bloomington.in.gov/AccessAbility.

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: ______________________

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

<table>
<thead>
<tr>
<th>PARKING</th>
</tr>
</thead>
</table>
| 1. Is there dedicated parking for the facility? (parking over which the facility has control) If No, skip to “Path of Travel.” | Yes ☐ No ☐ N/A ☐
| a. If yes, how many total spaces are there? | ____________
| b. How many accessible spaces are there? | ____________
| c. Of those spaces, how many have upright signs saying they are accessible spaces? | ____________
| d. How many van accessible spaces are there? | ____________
| e. Of those van accessible spaces, how many have upright signs saying they are “Van Accessible”? | ____________
| f. Do all the accessible spaces have a striped access aisle (two spaces may share a common aisle)? | Yes ☐ No ☐ N/A ☐
| g. Are the aisles at least 5 feet wide? | Yes ☐ No ☐ N/A ☐
| h. Is the width of each van accessible space plus adjacent access aisle equal to at least 16 feet? | Yes ☐ No ☐ N/A ☐
| 2. Is the accessible parking on the closest (and/or safest) route to the accessible entrance? | Yes ☐ No ☐ N/A ☐
| 3. 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 ☐ N/A ☐

For more information or assistance in evaluating accessibility, contact the City of Bloomington Community and Family Resources Department at 812-349-3471 or cca@bloomington.in.gov.
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 ☐ No ☐ N/A ☒

2. Are there ramps and curbcuts (If No or N/A, skip to #6)?
   Yes ☐ No ☐ N/A ☒
   a. Measure the length of each ramp/curbcut.
      A _____________ inches
      B _____________ inches
      C _____________ inches
   b. Measure the height of each ramp/curbcut at its highest point.
      A _____________ inches
      B _____________ inches
      C _____________ inches

3. Are ramps/curbcuts where the slopes begins and ends at least 36” wide?
   Yes ☐ No ☐ N/A ☒

4. Is any ramp longer than 6’? If No, skip to #5.
   Yes ☐ No ☐ N/A ☒
   a. If yes, does it have railings 34” to 38” high?
      Yes ☐ No ☐ N/A ☒

5. Is any ramp longer than 30 feet? If No, skip to #6.
   Yes ☐ No ☐ N/A ☒
   a. If yes, are there landings at least 5’ x 5’ every 30’ of length?
      Yes ☐ No ☐

6. Are there uneven areas along the path of travel, more than ½”?
   Yes ☐ No ☐ N/A ☒

7. Is the path of travel clear of protruding objects between 27” and 80” from the ground?
   Yes ☐ No ☐ N/A ☒

8. Is there a slope along the path of travel that is problematic? If so, comment or add photos below?
   Yes ☐ No ☐ N/A ☒

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

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**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. Are all levels open to the public accessible by ramp or elevator?  
   - Yes ☑ No ☐

3. Is there an elevator (If No, skip to “Common Areas.”)?  
   - Yes ☑ No ☐

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.  
   - Yes ☑ No ☐

   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 ☑ No ☐

5. Are there interior ramps? If No, skip to #6.  
   - Yes ☑ No ☐

   a. Do any ramps along the path[s] of travel exceed 6’ in height, or 72” in length?  
      - Yes ☑ No ☐

   b. 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? If no, indicate the problem(s) in Comments section.  
      - Yes ☑ No ☐

   c. If yes, are there landings at least 5’ x 5’ every 30’ of length?  
      - Yes ☑ No ☐

6. Are there flights of stairs accessing the public areas? (If No, skip to “Common Areas.”)  
   - Yes ☑ No ☐

   a. If yes, are there firm and stable handrails on both sides, with continuous grippable surfaces between 34” and 38” above stair? If no, indicate the problem(s) in Comments section.  
      - Yes ☑ No ☐

   b. At the top of stairs, do all handrails extend at least one foot beyond the top riser, parallel with the ground surface?  
      - Yes ☑ No ☐

   c. 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):**

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**Common Areas (Interior and Exterior)**

1. Are the aisles at least 36” wide?  
   - Yes ☑ No ☐ N/A ☐

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 ☑ No ☐ N/A ☐

3. Is a service counter necessary for transactions? If no, move to #5, but please include a comment on how staff accommodates a person’s needs.  
   - Yes ☑ No ☐ N/A ☐

4. a. If there is a service counter, measure the height in inches _________ at the lowest point.  
   
4. b. If there is a service counter, measure the width in inches _________.

5. 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 ☐

   a. If the touch screen is not clearly visible, please indicate in Comments section.  
   - Yes ☑ No ☐

6. Are seating/tables fixed? If N/A, skip to “Public Restrooms and Drinking Fountains.”  
   - Yes ☑ No ☐ Both fixed and not fixed ☐

7. Is there an outdoor dining area? If No, skip to “Public Restrooms and Drinking Fountains.”  
   - Yes ☑ No ☐

   a. Is it on the same level or ramped?  
      - Yes ☑ No ☐
### Public Restrooms and Drinking Fountains

1. Are there public restrooms used by the business customers? *(If No, skip to #2)*
   - Yes ☑  No ☐

   a. Is there accessibility signage (raised lettering, international symbol of accessibility) near the restroom?
      - Yes ☑  No ☐

   b. Is the width of the door opening at least 32” or more? If “No”, measure the width in inches __________.
      - Yes ☑  No ☐

   c. 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. If there are multiple floors open to the public, is there one accessible restroom per floor?
      - Yes ☑  No ☐  N/A ☐

   e. Is the restroom/stall at least 5’ x 5’ (measured wall to wall)?
      - Yes ☑  No ☐

   f. Are there grab bars at the back and side of the toilet?
      - Yes ☑  No ☐

   g. Is the distance from the floor to the operable part of the following fixtures the appropriate measurement? If no, measure the distance:
      
      - Paper towel dispenser (should be 48” or less) __________
      - Soap dispenser from floor (should be 48” or less) __________
      - Reach across sink to soap dispenser (should be 25” or less) __________
      - Knee clearance from floor to bottom of sink (should be at least 27”) __________
      - Hand dryer (should be 48” or less) __________
      - Yes ☑  No ☐

   h. 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. Is the toilet paper dispenser between 15” and 48” from the ground?
      - Yes ☑  No ☐

   j. Is the toilet paper dispenser no farther than 9” in front of the toilet?
      - Yes ☑  No ☐

2. If there is a drinking fountain, is one of the spouts no higher than 36”, measured from the floor to the spout outlet?
   - Yes ☑  No ☐  N/A ☐

### Comments about Public Restrooms and Drinking Fountains:

#### Customer Service and Employment

1. Does staff receive information during orientation on how to serve customers with disabilities?
   - Yes ☑  No ☐

2. 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 ☐

   - Yes ☑  No ☐

### Comments about Customer Service and Employment:

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<table>
<thead>
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<th>GENERAL COMMENTS</th>
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<tbody>
<tr>
<td><strong>1. Are there any barriers to accessibility at the facility? In other words, do you think it should receive a decal?</strong></td>
</tr>
<tr>
<td><strong>Yes ☐ No ☐</strong></td>
</tr>
<tr>
<td><strong>Maybe ☐</strong></td>
</tr>
</tbody>
</table>

**COMMENTS ABOUT THE FACILITY IN GENERAL:**

To submit your Screening Form results, go to www.bloomington.in.gov/AccessAbility