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## **Accessibility Barrier Checklist**

**For Initial, Relocation, or New Additional Sites**

For Licensed Behavioral Health Agencies

RCW 49.60.010, 49.60.215, WAC 388-877-0305

Agency’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical address of site reviewed

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| Street: | | |
| City: | State | Zip Code: |
| Name and title of person completing form: | | |
| Signature of person completing form: | | Date of signature: |

This checklist serves as a decision making tool when selecting a treatment services location; will help you identify accessibility problems; and suggests possible corrective action to meet your obligations under the state regulations. DBHR requires the provider to submit this completed checklist including projected dates of opening for new agencies and adding sites, also including agency relocations. For each “no,” indicate a corrective action to be taken and the projected date of completion.

Always refer directly to ADA Accessibility Guidelines (ADAAG) (<http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag>) and your state and local codes for complete technical requirements before making any access improvements. This checklist provides references to the applicable sections of ADAAG at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable. To obtain a copy of the ADAAG or other information from the U.S. Department of Justice access the web site at <http://www.ada.gov/> or call 1-800-514-0301 (Voice); 1-800-514-0383 (TTY). Spanish language service is also available.

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| **For DBHR use only;**  Reviewed \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and determined to have:   * When accessibility issues were evident, the checklist:   Did Did not contain a corrective action plan with anticipated date of completion for each item marked “no.”   * Checklist determined to be:   Complete Incomplete   * Returned to applicant/provider when incomplete on \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * Reviewed \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and determined to be complete. * The completed checklist is to be filed with the appropriate agency file. |

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| 1. **Accessible Entrance**   People with disabilities should be able to arrive 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. | | | | |
| **Path of travel (ADAAG 4.3, 4.4, 4.5, 4.7)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Is there a path of travel that does not require the use of stairs? |  |  |  | Add a ramp.  Add an alternative pathway. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the path of travel stable, firm, and slip-resistant? |  |  |  | Repair uneven paving.  Fill small bumps and breaks with beveled patches.  Replace gravel with hardtop. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the path at least 36 inches wide? |  |  |  | Change or move landscaping, furnishing, or other features that narrow the path of travel.  Widen pathway. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Can a visually-disabled person using a cane detect all objects protruding into the path?  *In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.* |  |  |  | Place a cane-detectable object on the ground underneath as a warning barrier.  Add a cane-detectable base that extends to the ground.  Move or remove protruding objects.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Do curbs on the pathway have curb cuts at drives, parking, and drop-offs? |  |  |  | Add small ramp up to curb.  Install curb cut. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Ramps (ADAAG 4.8)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Are the slopes of ramps no greater than 1:12?  *Slope is given as a ratio of the height to the 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.* |  |  |  | If available space is limited, reconfigure ramp to include switchbacks.  Lengthen ramp to decrease slope.  Relocate ramp. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Do all ramps longer than 6 feet have railings on both sides? |  |  |  | Add railings.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are railings sturdy, and between 34 and 38 inches high? |  |  |  | Adjust height of railings.  Secure handrails. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the width between railings at least 36 inches? |  |  |  | Relocate the railings.  Widen the ramp. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are ramps non-slip? |  |  |  | Add non-slip surface material.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?  *The ramp should rise no more than 30 inches between landings.* |  |  |  | Remodel or relocate ramp.  Projected date: \_\_\_/\_\_\_/\_\_\_ |

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| **Parking and Drop-Off Areas (ADAAG 4.6)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped access aisle)?  For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):  Total Spaces Accessible  1 to 25 1 space  26-50 2 spaces  51-75 3 spaces  76-100 4 spaces |  |  |  | Reconfigure a reasonable number of spaces by repainting stripes.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are 16-foot-wide spaces, with 98 inches of vertical clearance, available for lift-equipped vans?  *At least one of every 8 accessible spaces must be van-accessible.* |  |  |  | Reconfigure to provide a reasonable number of van-accessible spaces.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are the accessible spaces closest to the accessible entrance? |  |  |  | Reconfigure spaces.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading “Van Accessible” at van spaces? |  |  |  | Add signs, placed so that cars do not obstruct them.    Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there an enforcement procedure to ensure that only those who need it use accessible parking? |  |  |  | Implement a policy to check periodically for violators and report them to the proper authorities.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Entrance (ADAAG 4.13, 4.14)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?  *Do not use a service entrance as the accessible entrance unless there is no other option.* |  |  |  | If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. Make sure there is accessible parking near accessible entrances.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? |  |  |  | Install signs at or before inaccessible entrances.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Can the accessible alternate entrance be used independently? |  |  |  | Eliminate as much as possible the need for assistance to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)? |  |  |  | Install offset (swing-clear) hinges.  Widen the door. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?  *A person using a wheelchair needs this space to get close enough to open the door.* |  |  |  | Remove or relocate furnishings, partitions, or other obstructions.  Add power-assisted door opener.  Move door. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the threshold level less than ¼ inch or beveled up to ½ inch high? |  |  |  | If there is a single step with a raise of 6 inches or less, add a short ramp.  If there is a high threshold, remove it or add a bevel.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are doormats ½ inch high or less, and secured to the floor at all edges? |  |  |  | Replace or remove mats.  Secure mats at edges. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the door handle no higher than 48 inches and operable with a closed fist?  *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.* |  |  |  | Replace inaccessible knob with a lever or loop handle.  Retrofit with an add-on lever extension.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Can doors be opened without too much force (maximum 5 lbs.)?  *You can use a fish scale to measure the force required to open a door. If you do not have a fish scale, you will need to judge subjectively whether the door is easy enough to open.* |  |  |  | Adjust the door closers and oil the hinges.  Install power-assisted door openers.  Install lighter doors. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| If the door has a closer, does it take at least 3 seconds to close? |  |  |  | Adjust door closer.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Emergency Egress (ADAAG 4.1.3 (14), 4.28)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Do all alarms have both flashing lights and audible signals? |  |  |  | Install visible and audible alarms.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there sufficient lighting in egress pathways such as stairs, corridors, and exits? |  |  |  | Upgrade, add, or clean bulbs or fixtures.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| 1. **Access to Goods and 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. | | | | |
| **Horizontal Circulation (ADAAG 4.3)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Does the accessible entrance provide direct access to the main floor, lobby or elevator? |  |  |  | Make another entrance accessible.  Add ramps or lifts. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are all public spaces on an accessible path of travel? |  |  |  | Provide access to all public spaces along an accessible path of travel. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the accessible route to all public spaces at least 36 inches wide? |  |  |  | Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there a 5-foot circle or a T-shaped space for a person using a wheel chair to reverse direction? |  |  |  | Re-arrange furnishings, displays, and equipment.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Doors (ADAAG 4.13)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Do doors into public spaces have at least a 32-inch clear opening? |  |  |  | Install offset (swing-clear) hinges.  Widen doors. Projected date: \_\_\_/\_\_\_/\_\_\_ |

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| On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair can get near to open the door? |  |  |  | Reverse the door swing if it is safe to do so.  Move or remove obstructing partitions.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Can doors be opened without too much force (5 lbs maximum)? |  |  |  | Install power-assisted door openers.  Adjust or replace closers.  Install lighter doors. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are door handles 48 inches high or less and operable with a closed fist? |  |  |  | Replace inaccessible knobs or latches with lever or loop handles.  Retrofit with add-on lever extensions.  Install power-assisted door openers.  Lower handles.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are all thresholds level (less than ¼ inch), or beveled, up to ½ inch high? |  |  |  | Remove thresholds.  Add bevels to both sides. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Rooms and Spaces (ADAAG 4.2, 4.4, 4.5, 4.30)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Are all aisles and pathways to all goods and services at least 36 inches wide? |  |  |  | Re-arrange furnishings and fixtures to clear aisles.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there a 5-foot circle or T-shaped space for turning a wheelchair completely? |  |  |  | Re-arrange furnishing to clear more room.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is carpeting low-pile, tightly woven, and securely attached along edges? |  |  |  | Secure edges on all sides.  Replace carpeting. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Do signs designating permanent rooms and spaces, such as rest room signs, exit signs, and room numbers; comply with the appropriate requirements for accessible signage? |  |  |  | Provide signage that has raised and brailed letters, complies with finish and contrast standards, and is mounted at the correct height and location.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| In routes through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or protruding less than 4 inches from the wall), or are they higher than 80 inches? |  |  |  | Install furnishing, planters, or other cane-detectable barriers underneath the obstacle.  Remove obstacles. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are all controls that are available for use by the public (including electrical, mechanical, window, cabinet, game, and self-service controls) located at an accessible height?  *Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches.* |  |  |  | Relocate controls  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are they operable with a closed fist? |  |  |  | Replace controls.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Seats, Tables, and Counters (ADAAG 4.2, 4.32)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Are the aisles between chairs or tables at least 36 inches wide? |  |  |  | Re-arrange chairs or tables to provide 36-inch aisles.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are the spaces for wheelchair seating distributed throughout? |  |  |  | Re-arrange tables to allow room for wheelchairs in seating areas throughout the area.  Remove some fixed seating. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are the tops of tables or counters between 28 and 34 inches high? |  |  |  | Lower at least a section of high tables and counters.  Projected date: \_\_\_/\_\_\_/\_\_\_ |

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| Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep? |  |  |  | Replace or raise tables.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Vertical Circulation (ADAAG 4.3)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Are there ramps or elevators to all levels? |  |  |  | Install ramps and/or elevators to all levels.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route? |  |  |  | Post clear signs directing people along an accessible route to ramps, lifts, or elevators.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Stairs (ADAAG 4.9)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Do treads have a non-slip surface? |  |  |  | Add non-slip surface to treads.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs? |  |  |  | Add or replace handrails.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Elevators (ADAAG 4.10)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)? |  |  |  | Install visible and verbal or audible signals.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are the call buttons in the hallway no higher than 42 inches? |  |  |  | Provide a permanently attached reach stick.  Lower call. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Do the controls outside and inside the cab have raised and Braille lettering? |  |  |  | Install raised lettering and Braille next to buttons.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there a sign on the jamb at each floor identifying the floor in raised and Braille letters? |  |  |  | Install tactile signs to identify floor numbers, at a height of 60 inches from floor.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the emergency intercom usable without voice communication? |  |  |  | Replace communication system.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are there Braille and raised-letter instructions for the communication system? |  |  |  | Add simple tactile instructions.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Lifts (ADAAG 4.2)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Can the lift be used without assistance? If not, is a call button provided? |  |  |  | At each stopping level, post clear instructions for use of the lift. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there at least 30 by 48 inches of clear space for a person using a wheelchair to approach to reach the controls and use the lift? |  |  |  | Re-arrange furnishings and equipment to clear more space.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are controls between 15 and 48 inches high (up to 4 inches if a side approach is possible)? |  |  |  | Move controls.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| 1. **Usability of Rest Rooms**   When rest rooms are open to the public, they should be accessible to people with disabilities. Closing a rest room that is currently open to the public is not an allowable option. | | | | |
| **Getting to the Rest Rooms (ADAAG 4.1)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| If rest rooms are available to the public, is at least one rest room (either one for each sex or unisex) fully accessible? |  |  |  | Combine rest rooms to create one unisex accessible rest room.  Reconfigure rest room. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are there signs at inaccessible rest rooms that give directions to accessible ones? |  |  |  | Install accessible signs.  Projected date: \_\_\_/\_\_\_/\_\_\_ |

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| **Doorways and Passages (ADAAG 4.2, 4.13)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Are there tactile signs identifying rest rooms?  *Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.* |  |  |  | Add accessible signage, placed to the side of the door (not on the door itself).  If symbols are used, add supplementary verbal signage.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the doorway at least 32 inches clear? |  |  |  | Install offset (swing-clear) hinges.  Widen the doorway. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less? |  |  |  | Replace knobs or latches with level or loop handles.  Install power-assisted openers.  Add level extensions.  Lower handles. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Can doors be opened easily (5lbs maximum force)? |  |  |  | Install power-assisted door openers.  Adjust or replace closers.  Install lighter doors. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?  *A person using a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter clear space or a T-shaped space to make turns.* |  |  |  | Re-arrange furnishings such as chairs and trash cans.  Remove inner door if there is a vestibule with two doors.  Move or remove obstructing partitions.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Stalls (ADAAG 4.17)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Is the stall door operable with a closed fist, inside and out? |  |  |  | Replace inaccessible knobs with lever or loop handles.  Add lever extensions.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| 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)? |  |  |  | Reverse the door swing if it is safe to do so.  Move or remove partitions.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| In the accessible stall, are there grab bars behind and on the sidewall nearest to the toilet? |  |  |  | Add grab bars.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the toilet seat 17 to 19 inches high? |  |  |  | Add raised seat.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Lavatories (ADAAG 4.19, 4.24)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?  *A maximum of 19 inches of the required depth may be under the lavatory.* |  |  |  | Re-arrange furnishings.  Replace lavatory.  Remove or alter cabinetry to provide space underneath.  Make sure hot pipes are insulated.  Move a partition or wall. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the lavatory rim no higher than 34 inches? |  |  |  | Adjust or replace lavatory.  Projected date: \_\_\_/\_\_\_/\_\_\_ |

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| Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)? |  |  |  | Adjust or replace lavatory.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Can the faucet be operated with one closed fist? |  |  |  | Replace faucet handles with paddle type.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are soap and other dispensers and hand dryers 48 inches high or less and usable with one closed fist? |  |  |  | Replace with or provide additional accessible dispensers.  Lower dispensers. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower? |  |  |  | Lower or tilt down the mirror.  Replace with larger mirror. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| 1. **Additional Access**   When amenities such as public telephones and drinking fountains are provided to the general public, they should also be accessible to people with disabilities. | | | | |
| **Drinking Fountains (ADAAG 4.15)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| Is there at least one fountain with clear floor space of at least 30 by 48 inches in front? |  |  |  | Clear more room by re-arranging or removing furnishings. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single “hi-lo” fountain)? |  |  |  | Provide cup dispensers for fountains with spouts that are too high.  Provide an accessible water cooler.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Are controls mounted on the front or on the side near the front edge, and operable with one closed fist? |  |  |  | Replace the controls.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Does the fountain protrude no more than 4 inches into the circulation space? |  |  |  | Place a planter or other cane-detectable barrier on each side at floor level.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| **Telephones (ADAAG 4.30, 4.31)** | | | | |
| Accessibility Element Question | Yes | No | NA | Corrective action plan and projected date of implementation |
| If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one? |  |  |  | Replace booth with open station.  Move furnishings.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)? |  |  |  | Lower telephone.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Does the phone protrude no more than 4 inches into the circulation space? |  |  |  | Place a cane-detectable barrier on each side at floor level.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Does the phone have push-button controls? |  |  |  | Contact phone company to install push buttons.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the phone hearing aid compatible? |  |  |  | Contact phone company to add an induction coil (T-switch).  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the phone adapted with volume control? |  |  |  | Contact the phone company to add volume control.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the phone with volume control identified with appropriate signage? |  |  |  | Add signage.  Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is one of the phones equipped with a text telephone (TT or TDD)? |  |  |  | Have a portable text telephone available.  Install a text telephone. Projected date: \_\_\_/\_\_\_/\_\_\_ |
| Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol? |  |  |  | Add signage.  Projected date: \_\_\_/\_\_\_/\_\_\_ |