Polling Place Accessibility Checklist

County ____________________________________________

Political Subdivision ____________________________ Ward _____________ Precinct ________________

Name and Address of Polling Place ________________________________________________________________
__________________________________________________________________________________________

Inspected By_________________________ Date Inspected________________________

INSTRUCTIONS

Purpose. This form is being used to evaluate Ohio polling places for access by voters with disabilities, as part of the state’s implementation of the Help America Vote Act (HAVA). The accessibility standards used in this survey are established under the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Ohio Revised Code.

How to use this form. This checklist is to be completed for each polling site. Follow the route a voter would take on Election Day approaching the building from the curb or parking area, entering the building, and reaching the voting room.

Parking and Drop-Off Areas (ADAAG 4.6) (O.R.C. 3501.29 and 4511.69)
Are an adequate number of accessible parking spaces available? 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):

<table>
<thead>
<tr>
<th>Total spaces</th>
<th>Accessible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1 space</td>
</tr>
<tr>
<td>26 to 50</td>
<td>2 spaces</td>
</tr>
<tr>
<td>51 to 75</td>
<td>3 spaces</td>
</tr>
<tr>
<td>76 to 100</td>
<td>4 spaces</td>
</tr>
</tbody>
</table>

Do all standard accessible parking spaces have 8-foot wide spaces with a 5-foot wide access aisle (2 spaces can share 1 access aisle)?

☑ Yes ☐ No

Is there at least one “Van Accessible” space provided with an 8-foot space and an 8-foot access aisle? (1 out of every 8 standard accessible spaces must be “Van Accessible”)

☑ Yes ☐ No

Are all accessible parking spaces, including access aisles, relatively level (2%,1:50 or less) in all directions?

☑ Yes ☐ No

Is the access aisles part of the accessible route to the accessible entrance?

☑ Yes ☐ No

Are the accessible spaces on the shortest accessible route to the accessible entrance?

☑ Yes ☐ No

Do accessible spaces have vertical signage marked with the International Symbol of Accessibility?

☑ Yes ☐ No

Are there vertical signs reading “Van Accessible” at van spaces?

☑ Yes ☐ No

Does the distance from the ground to the top edge of the sign measure at least 5 feet? (O.R.C. 4511.69 and 3781.111(C)

☑ Yes ☐ No

Is there a sign with a notice that states the fine applicable for the offense of parking a motor vehicle in the designated accessible parking space if the vehicle is not legally entitled to park there? (O.R.C. 3501.29(B) and 4511.69 (E))

☑ Yes ☐ No
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Is there an enforcement procedure to ensure that only those who are legally entitled to be parked in the designated accessible parking spaces?
- Yes
- No

**Accessible Approach/Entrance**

*People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.*

**Route of Travel (ADAAG4.3, 4.4, 4.5, 4.7)**

- Is there a route of travel that does not require the use of stairs?
  - Yes
  - No
- Is the route of travel stable, firm and slip-resistant?
  - Yes
  - No
- Is the route at least 36 inches wide?
  - Yes
  - No
  - Width __________

Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?
- Yes
- No

Distance from wall/height __________________________

*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.*

Do curbs on the route have curb cuts at drives, parking, and drop-offs?
- Yes
- No

**Ramps (ADAAG 4.8)**

Are the slopes of ramps no greater than 1:12 (8.33%)?
- Yes
- No

Slope __________

*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.*

Do all ramps longer than 6 feet have railings on both sides?
- Yes
- No

Are railings sturdy, and between 34 and 38 inches high?
- Yes
- No

Height __________

Is the width between railings or curbs at least 36 inches?
- Yes
- No

Width __________

Are ramps non-slip?
- Yes
- No

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?
- Yes
- No

Length __________

Does the ramp raise no more than 30 inches between landings?
- Yes
- No

Rise __________

**Entrance (ADAAG4.13, 4.14, 4.5)**

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?
- Yes
- No

Do not use a service entrance as the accessible entrance unless there is no other option.

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?
- Yes
- No

Can the alternate accessible entrance be used independently? (Eliminate having to use assistance, doorbell, operate lift, etc.)
- Yes
- No

Distance from wall/height __________________________

*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.*

Do the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?
- Yes
- No

Clear Opening __________

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

Clear Space __________

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

Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 1/2-inch high?
- Yes
- No

Height __________

If provided, are carpeting or mats a maximum of 1/2-inch high?
- Yes
- No

Height __________

Are edges securely installed to minimize tripping hazards?
- Yes
- No

Is the door handle no higher than 48 inches and operable with a closed fist?
- Yes
- No

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.
Can doors be opened without too much force (exterior doors reserved; maximum is 5 lb/f for interior doors)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Force</th>
</tr>
</thead>
</table>

*You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.*

If the door has a closer, does it take at least 3 seconds to close? (Regular hinged doors, not automatic door openers)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

**Access to Goods and Services**

*Ideally, the layout of the building should allow people with disabilities to access the voting area without assistance.*

**Horizontal Circulation (ADAAG 4.3)**

*Does the accessible entrance provide direct access to the main voting area?*

- Is the voting area on an accessible route of travel?
  - Yes
  - No

- Is the accessible route of travel to the voting area at least 36 inches wide?
  - Yes
  - No
  - Width

- Is there a 5-foot circle or T-shaped space for a person using a wheelchair to reverse direction?
  - Yes
  - No
  - Width

**Doors (ADAAG4.13)**

- Do doors leading to and into the designated voting area have at least a 32-inch clear opening?
  - Yes
  - No
  - Clear Opening

- 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 or crutches can get near to open the door?
  - Yes
  - No
  - Clear Space

- Can interior doors be opened without too much force (5 lb/f maximum for interior doors)?
  - Yes
  - No
  - Force

- Are door handles 48 inches high or less and operable with a closed fist?
  - Yes
  - No
  - Height

- Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 1/2-inch high?
  - Yes
  - No
  - Height

**Rooms and Spaces (ADAAG4.2, 4.4,4.5)**

*Within the voting area are all aisles and pathways to voting materials, registration and voting machines at least 36 inches wide?*

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?
  - Yes
  - No
  - Width

- Is carpeting low-pile, tightly woven, and securely attached along edges?
  - Yes
  - No

In circulation paths through the voting area, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Seats, Tables, and Counters (ADAAG4.2, 4.32, 7.2)**

- Are the aisles between voting machines, tables and chairs at least 36 inches wide?
  - Yes
  - No
  - Width

- Are the tops of tables or counters between 28 and 34 inches high?
  - Yes
  - No
  - Height

- Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?
  - Yes
  - No
  - Height/Width/Depth

**Vertical Circulation (ADAAG 4.1.3(5),4.3)**

- Are there ramps, lifts, or elevators to all public levels?
  - Yes
  - No

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
Stairs (ADAAG 4.9)
The following questions apply to stairs connecting levels not serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?
☑ Yes ☐ No

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?
☑ Yes ☐ No

Elevators (ADAAG 4.10)

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?
☑ Yes ☐ No

Are the call buttons in the hallway no higher than 42 inches?
☑ Yes ☐ No Height ________________

Do the controls inside the cab have raised and Braille lettering?
☑ Yes ☐ No

Is there a sign on both doorjambs at every floor identifying the floor in raised and Braille letters?
☑ Yes ☐ No

If an emergency intercom is provided, is it usable without voice communication?
☑ Yes ☐ No

Is the emergency intercom identified by Braille and raised letters?
☑ Yes ☐ No

Lifts (ADAAG 4.2, 4.11)

Can the lift be used without assistance? If not, is a call button provided?
☑ Yes ☐ No

Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?
☑ Yes ☐ No Clear Space ________________

Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?
☑ Yes ☐ No Height ________________
Drawings/Diagrams/Notes/Comments: