



**Office of the Ohio Secretary of State**  
Election Division

ADA/CL #3-05

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## 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):*

Yes  No

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces

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

Is there 98 inches of vertical clearance, available for lift-equipped vans at "Van Accessible" parking spaces?

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

Does 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 Height \_\_\_\_\_

*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.*



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

Yes  No Force \_\_\_\_\_

*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)

Yes  No Second \_\_\_\_\_

**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 a 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?

Yes  No Width \_\_\_\_\_

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)?

Yes  No

Height/Protrusion \_\_\_\_\_

**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?

Yes  No



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**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 doorjamb 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 \_\_\_\_\_

**NOTES/SOLUTIONS TO BARRIERS**



**Drawings/Diagrams/Notes/Comments:**