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# FAAST, Inc. Americans with Disabilities Act (ADA) Site Survey Instrument

## *Building Accessibility Evaluation Survey*

**This survey is not a substitute for legal advice**

*July 1, 2010*

*The standards applied in this survey instrument generally reflect those that are applicable to renovations and new facilities. The use of these standards will result in the identification of architectural barriers to access throughout facilities. Because these standards are higher than what is required for existing (pre-ADA) facilities, not every negative response indicates non-compliance with the law. Nevertheless, in order to envision ideal facilities that are fully accessible for use by members of the public who have disabilities, we felt it was important to use the higher standards during the survey. And, because a difference of inches or, in some cases, a difference of a fraction of an inch can pose a serious safety hazard or result in the denial of access for persons with disabilities, full compliance with the state and federal standards is essential to ensure accessibility for all Floridians.*

## INTRODUCTION AND INSTRUCTIONS

### *Survey Components*

ADA Site Survey Toolkit	
Form A	Summary Sheet
Form B	Parking Spaces (Scoping)
Form C	Accessible Parking Spaces
Form D	Passenger Loading Zones
Form E	Curb Ramps
Form F	Accessible Exterior Routes
Form G	Accessible Entrances
Form H	Security Checkpoints
Form I	Accessible Interior Routes
Form J	Doors, Revolving Doors, Turnstiles
Form K	Protruding Objects
Form L	Ramps
Form M	Elevators and Lifts
Form N	Stairs and Handrails
Form O	Signage
Form P	Alarm Systems
Form Q	Controls and Operating Mechanisms
Form R	Toilet Rooms (Rest Rooms)
Form S	Drinking Fountains
Form T	Customer Service Areas
Form U	Spectator Seating
Form V	Meeting Rooms and Furnishings
Form W	Private Offices
Form X	Sales/Service Counters
Form Y	Meeting Spaces
Form Z	Libraries
Form AA	Telephones
Form BB	Miscellaneous

### *Acknowledgements*

On July 1, 2010, FFAST, Inc. published this ADA site survey instrument. This survey instrument was adapted from an ADA site survey that was developed in May 2007 by members of the Court Accessibility Subcommittee of the Florida Supreme Court's Standing Committee on Fairness and Diversity. The Survey Instrument Development Team for courthouse accessibility was comprised of:

***Chief Deputy Court Administrator, First Judicial Circuit  
Executive Director, disAbility Solutions for Independent Living  
An Architect Accessibility Consultant (AIA)  
Marshal, Fourth District Court of Appeal  
Trial Court Administrator, Tenth Judicial Circuit  
Two representatives with the Advocacy Center for Persons with Disabilities, Inc.  
The Florida representative of the Southeast Disability Business and Technical Assistance Center  
State Courts ADA Coordinator, Office of the State Courts Administrator***

#### *Sources:*

ADA Standards for Accessible Design, 28 CFR Part 36, Revised July 1, 1994  
Chapter 11, Florida Accessibility Code for Building Construction  
United States Department of Justice Website  
United States Access Board Website

#### *Adapted and Amended By:*

Staff of the **Florida Alliance for Assistive Services and Technology, Inc.**, in partnership with the **Advocacy Center for Persons with Disabilities, Inc.**, and through support from the **Florida Department of Education, Division of Vocational Rehabilitation**

## *INTRODUCTION*

The emphasis of this ADA site survey instrument, which is effective as of July 1, 2010, is the removal of architectural barriers. FFAST, Inc.'s objective in publishing this ADA site survey is to promote assistive services for individuals with disabilities as well as equal access to facilities under the ADA.

This ADA site survey is designed to assist ADA site survey teams in conducting self-evaluation surveys and engaging in collaborative efforts that are designed to facilitate practical enhancements to facilities thereby increasing compliance with the ADA and the Florida Accessibility Code for Building Construction.

This survey instrument consists of a cover page and disclaimer, a summary, suggestions for an ADA survey toolkit, and 28 forms that are specific to various public use areas and elements of facilities. The standards applied in this survey instrument generally reflect those that are applicable to renovations and new facilities. The use of these standards can result in the identification of architectural barriers to access throughout facilities being surveyed. Because these standards are higher than what is required for pre-ADA facilities, not every negative response documented on this survey instrument indicates non-compliance with the law. Because a difference of inches or, in some cases, a difference of a fraction of an inch can pose a serious safety hazard or result in the denial of access for persons with disabilities, full compliance with the state and federal standards is essential.

This survey helps to identify architectural barriers in public areas of facilities. The survey is designed to assess accessibility for individuals with a wide variety of different disabilities, such as persons who are blind or have low vision; people who are deaf or hard of hearing; persons with limited use of hands or arms; individuals with mobility impairments who use canes, crutches, braces or walkers; persons who use wheelchairs; and people who have combinations of disabilities.

One of the most confusing aspects of the ADA is the differing requirements it imposes on buildings erected before the Act went into effect and those built later. The ADA requires that all new buildings constructed by a State or local government be accessible. In addition, when a State or local government undertakes alterations to a building, it must make the altered portions accessible.

### *Post-ADA Construction*

For ADA compliance purposes, any facility where construction commenced after January 26, 1992, is considered "new" or "post-ADA." Post-ADA facilities must comply with the ADA Standards for Accessible Design (ADA Standards) and be "readily accessible to and usable by" persons with disabilities. The ADA Standards are regulations issued by the U.S. Department of Justice (28 C.F.R. Part 36) and have the force of law. ADAAG stands for the Americans with Disabilities Act Accessibility Guidelines, which are issued by the United States Architectural and Transportation Barriers Compliance Board (called the "Access Board"). ADAAG is not the same as the ADA Standards. DOJ's regulations must be consistent with the ADAAG, but the ADAAG contains guidelines rather than enforceable standards.

### *Additions and Renovations*

If only part of a building is renovated, or an addition is built to an existing building, only the new or renovated part must conform to the ADA Standards (as well as the Florida Accessibility Code for Building Construction, where the Florida code is more stringent). However, there must also be an accessible entrance to the building and the route to the new or renovated section must also be ADA compliant. Altering (renovating) a building means making a change in the usability of the altered item. Examples of changes in usability include: changing a low pile carpet to a thick pile carpet, moving walls, installing new toilets, or adding more parking spaces to a parking lot. Any state or local government facility that was altered after January 26, 1992, would be required to comply with the ADA Standards.

### *Pre-ADA Facilities*

Facilities built before January 26, 1992, are referred to as “pre-ADA” facilities. A public entity must ensure that individuals with disabilities are not excluded from services, programs, and activities because existing buildings are inaccessible. A State or local government's programs, when viewed in their entirety, must be readily accessible to and usable by individuals with disabilities. If pre-ADA structures have accessibility problems, the Act provides state and local government with two options: (1) remove the barriers using the ADA Standards, or (2) make the program, service, or activity located within the building accessible by providing “program access.”

### *Program Accessibility*

Program access allows an entity to move the program to an accessible location, or use some way other than making all architectural changes to make the program, service, or activity readily accessible to and usable by individuals with disabilities. There are many ways to make a program, service, or activity accessible other than through architectural modifications. Keep in mind, however, that sometimes making architectural changes is the best solution financially or administratively, or because it furthers the ADA's goal of integration. Removing barriers to access in pre-ADA facilities – or moving programs from pre-ADA facilities to newer and more accessible facilities or even providing those programs in alternate accessible ways – will ensure full and independent opportunities to participate for people with disabilities while minimizing costs.

Governments do not have to take any action that would fundamentally alter the nature of their programs or result in an undue financial or administrative burden, taking into account all resources available for use by the program. Structural changes necessary to ensure *program accessibility* were to be made as expeditiously as possible, but no later than January 26, 1995.

### *INSTRUCTIONS*

The ADA site survey instrument consists of three parts: (1) the Introduction and Instructions; (2) Form A: Summary Sheet, which is to be completed for each facility in the jurisdiction after the facility has been surveyed; and (3) a separate Form for each element in public areas.

- To use this survey most effectively, the ADA site survey team should: Be familiar with the ADA Standards for Accessible Design, found at: <http://www.ada.gov/stdspdf.htm>; the ADA Accessibility Guidelines (ADAAG), found at: <http://www.access-board.gov/adaag/html/adaag.htm>; and the Florida Accessibility Code for Building Construction, found at: [http://publicecodes.citation.com/st/fl/st/b200v04/st\\_fl\\_st\\_b200v04\\_11\\_section.htm?bu2=undefined](http://publicecodes.citation.com/st/fl/st/b200v04/st_fl_st_b200v04_11_section.htm?bu2=undefined).
- Thoroughly inspect the facility. You cannot complete the survey without conducting an on-site inspection of the facility being surveyed to make visual observations and take specific measurements.
- Complete each Form that applies to the facility being surveyed.

The survey makes recommendations and asks questions in a "yes/no" format. Each question describes a requirement contained in the federal or state regulations. If the ADA site survey team can accurately answer "yes" or "not applicable" to all questions on this survey, then the facility surveyed may be free of most ADA architectural barrier issues. Architectural barriers are identified on this survey each time a question is accurately answered "no." Whenever the answer is “no,” the ADA site survey team must document the problem in the Comments section, with a photograph, and a notation using the hand recorder.

## Measuring Tips and Techniques

Measuring Slope and Cross Slope. Surveying ramps, parking spaces, access aisles, door approaches, and sidewalks will require members of the ADA site survey team to determine if the slopes (i.e.: in the direction of travel) and cross slopes (i.e.: slopes tilting side to side) are within the limits allowed by the ADA Standards for Accessible Design ("Standards"). There are two primary ways to determine a given slope: use a digital "slope meter" or use a 24" long builders' level and tape measure. Either of these methods will provide the information the ADA site survey team needs.

The method for using the level and tape measure follows. First, observe the general slope of the surface and place the builders' level on the pavement at the steepest point parallel to the direction of the slope. While holding the uphill end of the level on the pavement, place the pencil under the other end and roll it toward the uphill end of the level until the horizontal air bubble in the center of the level is itself centered in the little glass cylinder. This means that the level is perfectly horizontal. Now, take the tape measure and measure the open gap at the downhill end of the level, as shown in the photo below - this the "critical dimension." Three maximum slopes are specified by the Standards for various elements:

For a 24" long builders' level...

1/2"	critical dimension	1:50 slope
1 1/4"	critical dimension	1:20 slope (approximate)
2"	critical dimension	1:12 slope

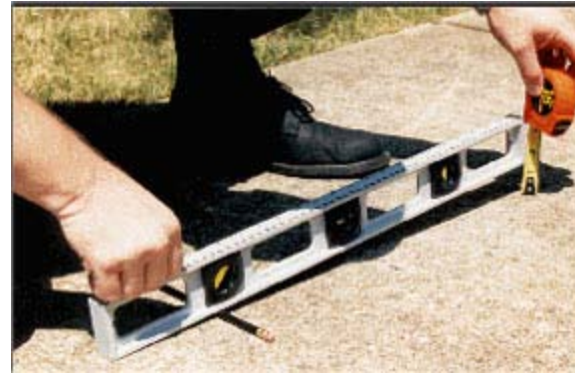


Photo of Measuring Slope

Measuring Clear Passage at Doors. Verifying the clear passage width at standard hinged doors requires an understanding of exactly where to measure. The following photo shows that the ADA site survey team measures horizontally from the face of the door in its 90 degree open position to the surface of the door stop on the frame opposite the hinge. The 21" clear passage width shown below is too narrow to allow wheelchair passage. It should be at least 32". If a pair of doors is at an opening, measure the clear passage width of only one (the widest) door - this clear passage width is not allowed to be determined by opening both doors.



Photo of How to Measure Clear Passage Width at a Door

Measuring Terms:

*Vertical* – Upright. At right angles to the horizon.

*Parallel* – Being an equal distance apart at every point. Two or more straight lines that do not intersect. Having the same tendency or direction.

*Horizontal* – Parallel to the horizon. Flat.

*Perpendicular* – Intersecting at or forming right angles. At right angles to the horizon. Vertical.

*Slope* – To include upward or downward. Lie on a slant. A natural or artificial incline. Any deviation from the horizontal, and the amount or degree of such deviation.

**This ADA site survey instrument researched, updated, and developed by FAAST staff, July 1, 2010, provides general resource and self-help information to assist ADA site survey teams to conduct ADA site surveys of facilities and is not a substitute for legal advice.**

***Adapted and Amended By:***

Staff of the **Florida Alliance for Assistive Services and Technology, Inc.**, in partnership with the **Advocacy Center for Persons with Disabilities, Inc.**, and through support from the **Florida Department of Education, Division of Vocational Rehabilitation**

*For your convenient reference, the ADA site survey instrument, found at [www.faast.org/atr\\_trends.cfm](http://www.faast.org/atr_trends.cfm) hyperlinks to the applicable ADAAG and Florida Accessibility Code for Building Construction references within the 28 accessibility forms.*

# ADA SURVEY TOOLKIT

**EACH ADA SURVEY TEAM SHOULD IDEALLY INCLUDE AT LEAST 3-4 MEMBERS.  
THE FOLLOWING ITEMS SHOULD BE ASSEMBLED IN ADVANCE OF THE SITE VISIT.**

***Building Accessibility Evaluation Survey Instrument:*** Bring a sufficient number of copies of the applicable ADA site survey forms for each building for use on different floors for each member of the ADA site survey team.

***Online satellite system:*** An online satellite system (such as <http://earth.google.com/index.html>), particularly in urban areas, may allow the ADA site survey team to gather preliminary information about parking lots, paths of travel, ramps outside the front entrance, signage, and other external features of the building in advance of the site visit.

***Digital camera with zoom lens:*** A visual record of features is beneficial during and after the site review, as the ADA site survey team writes up the self-evaluation, identifies potential solutions for an ADA transition plan, or seeks professional assistance. Additionally, enlarging a view on the computer allows a close scrutiny of the feature and may prevent the need for multiple site visits.

***Hand-held recorder:*** Allows the ADA site survey team to record notes that can be beneficial after the site review, while the ADA site survey team is writing up the self-evaluation and/or identifying potential solutions for an ADA transition plan. Additionally, detailed notes about a particular feature may prevent the need for multiple site visits.

***Tape measure:*** A tape measure, tape rule, digital tape, powered tape measure, or laser guided measuring tool is a necessity. The tape measure should be able to measure distances of up to 50 feet. A laser guided measuring tool is quick and easy to use, provides an instant electronic readout, and may include a level.

***Slope meter, Smart Tool, or leveling device:*** A leveling device that includes a slope meter is needed for reviewing ramps and curbs.

***Door pressure gauge:*** A door pressure gauge is needed to accurately measure the force required for pushing or pulling open doors. A digital model is easy to use and accurate. A digital fish scale can also be used for this purpose, if a door pressure gauge is not available.

***Ruler:*** A six or twelve inch ruler is handy for measuring thresholds or other small distances. A yard stick is handy for measuring specific paths of travel.

***Clip board, note pad, pens or pencils:*** A clip board provides a firm writing surface.

***Flashlight:*** For increased visibility in poorly lit areas.

***Latex gloves or hand sanitizing liquid:*** These are highly recommended as bathrooms and other elements to be surveyed, in and out of doors, may be unsanitary.

***ADA toolkit storage device:*** A durable carrying case on wheels whenever possible is preferable for convenience and to organize and protect the individual tools to be used within an ADA toolkit.

**Building Accessibility Evaluation Survey Report – FORM A: SUMMARY SHEET (COMPLETE THIS FORM LAST)**

A-1 Building Type : \_\_\_\_\_

A-2. Number of buildings (if more than one, please complete a separate Form A: Summary Sheet for each building): \_\_\_\_\_

A-3. Name, location (street, city, county), and type if applicable of this building: \_\_\_\_\_

A-4. Date of survey: \_\_\_\_\_

A-5. ADA Site Survey Team members completing this form: \_\_\_\_\_

A-6. Year this building was built: \_\_\_\_\_

A-7. Dates and dollar amounts of renovations or alterations to this building (total project budget of \$25,000 or more) since January 26, 1992:

Year	Total Renovation/Alteration Budget	Amount Spent on ADA Modifications
1992	_____	_____
1993	_____	_____
1994	_____	_____
1995	_____	_____
1996	_____	_____
1997	_____	_____
1998	_____	_____
1999	_____	_____
2000	_____	_____
2001	_____	_____
2002	_____	_____
2003	_____	_____

2004	_____	_____
2005	_____	_____
2006	_____	_____
2007	_____	_____
2008	_____	_____
2009	_____	_____
2010	_____	_____

- A-8. Number of accessible parking spaces that service this building: \_\_\_\_\_
- A-9. Number of accessible parking spaces that service this building and are available to the public with disabilities: \_\_\_\_\_
- A-10. Number of public entrances in this building: \_\_\_\_\_
- A-11. Number of public entrances in this building that are accessible: \_\_\_\_\_
- A-12. Number of floors in this building that are available to the public: \_\_\_\_\_
- A-13. Number of elevators in this building that are available to the public: \_\_\_\_\_
- A-14. Number of women's public restrooms located in this building: \_\_\_\_\_
- A-15. Number of women's public restrooms in this building that are accessible: \_\_\_\_\_
- A-16. Number of men's public restrooms located in this building: \_\_\_\_\_
- A-17. Number of men's public restrooms in this building that are accessible: \_\_\_\_\_
- A-18. Number of unisex or family public restrooms located in this building: \_\_\_\_\_
- A-19. Number of unisex or family public restrooms in this building that are accessible: \_\_\_\_\_
- A-20. Number of meeting rooms located in this building: \_\_\_\_\_
- A-21. Number of meeting rooms in this building that are equipped with assistive listening devices: \_\_\_\_\_
- A-22. Number of meeting rooms in this building in which the accessible spectator seating spaces are integrated (cutouts, spread around the room): \_\_\_\_\_

- A-23. Number of public speaking areas in this building that are accessible to persons with disabilities, including individuals who use walkers, wheelchairs, and other mobility devices: \_\_\_\_\_
- A-24. Number of work stations in this building that are accessible to employees with disabilities, including individuals who use walkers, wheelchairs, and other mobility devices: \_\_\_\_\_
- A-25. Number of security stations in this building that are accessible to persons with disabilities, including security officers who use mobility devices: \_\_\_\_\_
- A-26. Number of media/reporting stations in this building that are accessible to persons with disabilities, including reporters who use walkers, wheelchairs, and other mobility devices: \_\_\_\_\_
- A-27. Number of conference tables in this building that are accessible to persons with disabilities, including individuals who use walkers, wheelchairs, and other mobility devices: \_\_\_\_\_
- A-28. Number of podiums in this building that are accessible: \_\_\_\_\_
- A-29. Number of lounges/waiting rooms in this building: \_\_\_\_\_
- A-30. Number of lounges/waiting rooms in this building that are accessible to persons with disabilities: \_\_\_\_\_
- A-31. Number of hotel rooms in this building: \_\_\_\_\_
- A-32. Number of hotel rooms in this building that are accessible: \_\_\_\_\_
- A-33. Number of physicians' examining rooms in this building: \_\_\_\_\_
- A-34. Number of physicians' examining rooms in this building that are accessible: \_\_\_\_\_
- A-35. Number of dining tables in this building that are accessible: \_\_\_\_\_
- A-36. Number of class rooms in this building: \_\_\_\_\_
- A-37. Number of class rooms in this building that are accessible: \_\_\_\_\_
- A-38. Number of grocery aisles or shelves in this building that are accessible: \_\_\_\_\_
- A-39. Number of check out aisles in this building that are accessible: \_\_\_\_\_
- A-40. Number of service counters in this building that are accessible: \_\_\_\_\_
- A-41. Number of portable assistive listening devices that are available to service this building: \_\_\_\_\_

A-42. Number of public telephones in this building: \_\_\_\_\_

A-43. Number of public telephones in this building that are accessible: \_\_\_\_\_

A-44. Number of text telephones (TDDs, TTYs) in this building: \_\_\_\_\_

## Building Accessibility Evaluation Survey Report – FORM B: PARKING SPACES (SCOPING)

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name/Type of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Parking** - If parking spaces are provided for self-parking by employees or visitors, or both, then accessible spaces shall be provided in each such parking area in conformance with the table below. Spaces required by the table need not be provided in the particular lot. They may be provided in a different location if equivalent or greater accessibility, in terms of distance from an accessible entrance, cost and convenience is ensured. Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the accessible entrances. Though not required by regulations, a passenger drop-off area is often needed for individuals with mobility impairments who may find travel distances from parking areas excessive; if a passenger loading zone is provided at this building, please evaluate using Form D.

Common Errors Include: Parking lots do not provide the minimum number of accessible spaces; Inadequate accessible van parking spaces in parking garages; Lack of adequate number of on-street accessible metered parking spaces.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
B-1		Total number of ALL public parking spaces that directly serve this building. (Indicate number in actual column.)	<a href="#">ADAAG 4.6.1</a>						
B-2		Provide the total number of accessible spaces provided. (Indicate number in actual column.)	<a href="#">ADAAG 4.6.1</a>						
B-3		Using the chart below, is the required number of accessible parking spaces provided?	<a href="#">ADAAG 4.6.1</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
B-4		Within any parking garage(s), are one in eight accessible parking spaces van accessible? (Van accessible parking spaces, along with entrances and exits to those spaces, must have a minimum clearance of 98 inches.)	<a href="#">FACBC 11-4.6.5</a>						
B-5		Do all van accessible parking spaces, located within a parking structure, include an additional sign "VAN ACCESSIBLE" mounted below the International Symbol of Accessibility?	<a href="#">FACBC 11-4.6.4</a>						
B-6		If no parking for the public is provided on the premises of a publically owned or leased building which houses a governmental entity or a political subdivision including but not limited to state office buildings and courthouses, is there at least one accessible parking space in the immediate vicinity of the building?	<a href="#">FACBC 11-4.1.2(5)(a)(i)</a>						
B-7		If on-street metered parking spaces are provided, is there at least one accessible parking space for each 150 metered on-street parking spaces?	<a href="#">FACBC 11-4.1.2(5)(a)(ii)</a>						

<u>Total Parking In Lot</u>	<u>Required Minimum Number of Accessible Spaces</u>
1 to 25 . . . . .	1
26 to 50 . . . . .	2
51 to 75 . . . . .	3
76 to 100 . . . . .	4
101 to 150 . . . . .	5
151 to 200 . . . . .	6
201 to 300 . . . . .	7
301 to 400 . . . . .	8
401 to 500 . . . . .	9
501 to 1000 . . . . .	.2% of total
1001 and over . . . . .	20 plus 1 for each 100 over 1000

One space in the immediate vicinity of a publicly owned or leased building which houses a governmental entity or a political subdivision, including but not limited to state office buildings and courthouses; if no parking for the public is provided on the premises of the building.

FACBC 11-4.1.2(5)

## Building Accessibility Evaluation Survey Report – FORM C: ACCESSIBLE PARKING SPACES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Accessible Parking Spaces:** Accessible parking spaces must be located on the shortest accessible route from the parking lot to an accessible entrance. Due to security concerns and site conditions, especially in urban environments, parking areas are often located remotely from the buildings they serve. Distance, traffic, curbs, and other barriers make parking problematic for many people with disabilities. Every effort should be made to mitigate these issues so that the accessible parking spaces can be located as close as possible to each type of accessible entrance. If parking cannot be located adjacent to the building due to site conditions or security concerns, the company should consider providing benches and level areas for visitors who cannot ambulate long distances. **Complete a separate form for every lot that serves the accessible entrance(s).**

Common Errors Include: Restricted and employee parking lots do not provide a safe accessible route from parking to building entrances; Multiple parking facilities where all accessible parking is provided in only one area (it is important to distribute accessible parking at each accessible entrance); Accessible spaces that do not have access aisles; Built-up curb ramps that protrude into access aisles.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
C-1		Are the accessible parking spaces located on the shortest, safely accessible route of travel from adjacent parking to an accessible entrance?	<a href="#">ADAAG 4.6.2</a>						
C-2		If there are multiple accessible entrances with adjacent parking, are the accessible parking spaces dispersed and located closest to the accessible entrances?	<a href="#">ADAAG 4.6.2</a>						
C-3		Is the accessible route from accessible parking spaces at least 44" wide (new construction since 1993)? (Be sure that the parked vehicle does not impede upon this clear width.)	<a href="#">FACBC 11-4.6.2</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
C-4		Is the accessible route from accessible parking spaces at least 36" wide (construction prior to 1993)? (Be sure that the parked vehicle does not impede upon this clear width.)	<a href="#">ADAAG 4.6.2(1)</a>						
C-5		If on-street parallel parking spaces are designated by signage as accessible, are they located either at the beginning or end of a block or adjacent to an alley entrance?	<a href="#">FACBC 11-4.6.2(3)</a>						
C-6		Is each accessible parking space striped to provide a 12' minimum width (measuring from the middle of each stripe)? (Does not apply to on-street parallel parking spaces.)	<a href="#">FACBC 11-4.6.3</a>						
C-7		Is each accessible parking space prominently outlined in blue paint?	<a href="#">FACBC 11-4.6.4</a>						
C-8		Do all accessible parking spaces provide a minimum 5' wide access aisle adjacent to the accessible space? (Two accessible parking spaces may share a common access aisle.)	<a href="#">FACBC 11-4.6.3</a>						
C-9		Are all of the access aisles striped diagonally to designate them as no parking zones?	<a href="#">FACBC 11-4.6.3</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
C-10		Are all of the curb ramps located outside of the accessible parking spaces and access aisles? (Parking spaces and access aisles shall be level with surface slopes not exceeding 1: 50 (2%) in all directions. Curb ramps shall be located or protected to prevent their obstruction by parked vehicles.)	<a href="#">ADAAG 4.6.3</a>						
C-11		In accessible parking spaces and access aisles, are the surface slopes in all directions less than 1:50 (2%)?	<a href="#">ADAAG 4.6.3</a>						
C-12		Does each accessible parking space have a permanent, above-ground sign, with the International Symbol of Accessibility, with the caption "PARKING BY DISABLED PERMIT ONLY" and the applicable fine for the improper use of the space?	<a href="#">FACBC 11-4.6.4</a>						
C-13		Are all above-grade signs mounted at a height of 84" above the parking surface? (This is measured to the bottom of the lowest sign.)	<a href="#">FACBC 11-4.6.4</a>						

## Building Accessibility Evaluation Survey Report – FORM D: PASSENGER LOADING ZONES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Passenger Loading Zones:** A passenger drop-off area can be beneficial for individuals with mobility impairments who may find travel distances from parking areas excessive. There are often both public drop-off passenger loading zones (drop-off areas) and secured drop-off (“sally ports”) elements at facilities. When they are provided, all passenger loading zones are required to be accessible. If valet parking service is provided, there must also be an accessible passenger loading zone. Where practical, it is desirable to provide overhead protection from the curb to the entry.

Common Errors Include: Failure to provide an access aisle adjacent and parallel to the passenger loading zone; there is a false assumption that some persons with disabilities do not need a barrier-free path because they are always under escorted supervision.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
D-1		Does the passenger loading zone provide an access aisle at least 60” wide and 20’ long adjacent and parallel to the vehicle pull-up space? See Figure 10.	<a href="#">ADAAG 4.6.6</a>						
D-2		If there is a curb between the access aisle and the vehicle pull-up space, is there a curb ramp? Please evaluate curb ramps using Form E: Curb Ramps.	<a href="#">ADAAG 4.6.6</a>						
D-3		In vehicle standing space and access aisles, are the surface slopes in all directions less than 1:50 (2%)?	<a href="#">ADAAG 4.6.6</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
D-4		Do the access aisles in the public passenger loading zone areas connect directly to an accessible route that leads to an accessible building entrance(s)?	<a href="#">ADAAG 4.3.2(1)</a>						
D-5		Is there 114" minimum vertical clearance at accessible passenger loading zones and along at least one driveway from the site entrance(s)?	<a href="#">ADAAG 4.6.5</a>						
D-6		Is there 114" minimum vertical clearance between the accessible passenger loading zones and the accessible entrance(s)?	<a href="#">ADAAG 4.6.5</a>						
D-7		Is the International Symbol of Accessibility posted at the passenger loading zone?	<a href="#">ADAAG 4.1.2(7)</a> and <a href="#">4.30.7(1)</a>						

## Building Accessibility Evaluation Survey Report – FORM E: CURB RAMPS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Curb Ramps:** People with disabilities should be able to arrive at the site, approach the building, and move around independently. A curb ramp is a short ramp cutting through a curb or built up to it, which allows persons with mobility impairments to navigate curbs.

Common Errors Include: Built-up curb ramps that protrude into access aisles.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
E-1		Are curb ramps provided wherever the accessible route crosses a curb?	<a href="#">ADAAG 4.7.1</a>						
E-2		Is the width of the curb ramp not less than 36", exclusive of flared sides? <b>OR</b> If the ramp is part of the emergency exit route from the building, is the width of the curb ramp not less than 44", exclusive of flared sides?	<a href="#">ADAAG 4.7.3</a>  <a href="#">FCABC 11-4.7.3</a>						
E-3		Is the slope of the curb ramp not greater than 1:12 (8.33%)? See Figure 11.	<a href="#">ADAAG 4.7.2</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
E-4		Is the cross slope of the curb ramp less than 1:50 (2.0%)?	<a href="#">ADAAG 4.7.2</a>						
E-5		Is the maximum slope of the adjoining gutter, road surface immediately adjacent to the curb ramp less than 1:20 (5%)?	<a href="#">ADAAG 4.7.2</a>						
E-6		Do the curb ramps that are not protected by handrails or guardrails have flared sides with a slope not exceeding a ratio of 1:12 (8.33%)? (Handrails are not required on curb ramps; see ADAAG 4.8.5.)	<a href="#">FCBC 11-4.7.5</a>						
E-7		Are all curb ramps located so they do not project into vehicular traffic lanes? See Figure 13.	<a href="#">ADAAG 4.7.6</a>						
E-8		Do the curb ramps at hazardous vehicle areas have a detectable warning (such as truncated domes) where the curb ramps cross a hazardous vehicle area? (The detectable warning texture and color shall contrast with that of the surrounding surface.)	<a href="#">FCBC 11-4.7.7</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
E-9		Is the curb ramp at marked pedestrian cross walks wholly contained within the markings, excluding any flared sides? See Figure 15.	<a href="#">ADAAG 4.7.9</a>						
E-10		If a raised island or median exists in the path of travel: Is there a cut through that is level with the street or parking lot? <b>OR</b> Does it have a curb ramp on both sides with a level area at least 48" long between the curb ramps? See Figures 15(a) and 15(b).	<a href="#">ADAAG 4.7.11</a>						

## Building Accessibility Evaluation Survey Report – FORM F: ACCESSIBLE EXTERIOR ROUTES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Accessible Exterior Route:** The exterior route should provide a safe and integrated way for people with disabilities to access the building. An accessible route does not include stairs, steps, or escalators. At least one accessible route must be provided within the site from accessible parking spaces and accessible passenger loading zones, public streets and sidewalks, and public transportation stops, to the accessible entrance(s) of the building. When security barriers are used (bollards, planters, etc.) there must be sufficient space between them for wheelchair clearance.

Common Errors Include: Sloped surfaces that are too steep or that exceed cross slope limitations; No accessible route from public transportation stops to the building; Changes in elevation that result in long, circuitous and arduous ramps.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
F-1		Is there at least one accessible route provided within the boundary of the site from: <ul style="list-style-type: none"> <li>▪ public transportation stops</li> <li>▪ accessible parking spaces</li> <li>▪ passenger loading zones if provided</li> <li>▪ public streets or sidewalks to an accessible building entrance?</li> </ul> (Identify all of the above that apply in the comment section.)	<a href="#">ADAAG 4.1.2(1)</a> and <a href="#">4.3.2(1)</a>						
F-2		Are detectable warnings (such as truncated domes) provided at flush transitions between pedestrian routes and traffic lanes? (The detectable warning texture and color shall contrast with that of the surrounding surface.)	<a href="#">ADAAG 4.29.5</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
F-3		Is there at least one accessible route connecting accessible buildings, facilities, elements, and spaces that are on the same site?	<a href="#">ADAAG 4.3.2(2)</a>						
F-4		Are all of the exterior accessible routes a minimum of 36" wide? (The route may be reduced to a width of 32" wide for a maximum distance of 24'; there must be 48" minimum distance between reduced sections.)	<a href="#">ADAAG 4.3.3</a>						
F-5		Do all of the exterior accessible routes have a running slope less than 1:20 (5%)? If not, please evaluate using Form L: Ramps. (A surface slope of 5% or less does not require the installation of handrails.)	<a href="#">ADAAG 4.3.7</a>						
F-6		Do all of the exterior accessible routes have a cross slope less than 1:50 (2.0%)?	<a href="#">ADAAG 4.3.7</a>						
F-7		Are all exterior accessible route surfaces firm, stable, and slip resistant?	<a href="#">ADAAG 4.3.6</a>						
F-8		Are the exterior accessible routes continuous with a common surface that is not interrupted by steps or abrupt changes in levels (less than ¼" vertical, or ½" beveled at 1:2)? If not, please evaluate using Form L: Ramps or Form M: Elevators and Lifts, as appropriate.	<a href="#">ADAAG 4.3.8</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
F-9		Are all grid openings at gratings or joints in the path of travel that are installed perpendicular to the direction of travel, ½" wide or less?	<a href="#">ADAAG 4.3</a>						
F-10		If an accessible route has less than 60" of clear width, does it have a passing space at least 60" X 60" located at reasonable intervals not to exceed 200'? (A T-intersection of two corridors or walks is an acceptable passing place.)	<a href="#">ADAAG 4.3.4</a>						
F-11		If there are any objects protruding into the accessible exterior route, please evaluate using Form K: Protruding Objects. (In order to be detected using a cane, an object must be within 27" of the ground. Objects hanging or mounted overhead must be higher than 80" to provide clear head room. It is not necessary to remove objects that protrude less than 4" from the wall or overhang less than 12" from a post or pylon.)	<a href="#">ADAAG 4.4.1</a>						
F-12		If there are any exterior routes that are not accessible or that do not lead to an accessible entrance, do they have directional signage to indicate the location of the nearest accessible entrance? (Provide directional signage with the International Symbol of Accessibility.)	<a href="#">ADAAG 4.1.3(8)(d)</a>						

## Building Accessibility Evaluation Survey Report – FORM G: ACCESSIBLE ENTRANCES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Accessible Entrances:** Building entrances often serve different groups of users. Public entrances may be used by spectators, visitors, customers, and employees. Restricted entrances may be used by owners, executives, and employees. It is important that access is provided for each type of entrance, including public, restricted, and secure entrances. People with disabilities equate having to use a separate entrance with not being treated equally.

Common Errors Include: Entrance doors that are too large and heavy for persons with disabilities to open; Failure to provide directional signage to accessible entrances at inaccessible entrances.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
G-1		Total number of ALL public entrances (public entrances are those that are NOT loading, service, or restricted entrances) in this building. (Indicate number in actual column.)	<a href="#">ADAAG 4.1</a>						
G-2		Provide the total number of accessible public entrances in this building. (To be considered accessible the entrance must comply with items G-5, G-6, and G-7.) (Indicate number in actual column.)	<a href="#">ADAAG 4.1</a>						
G-3		Are at least 50% of the public entrances accessible? Evaluate the doors at public entrances using Form J: Doors.	<a href="#">ADAAG 4.1.3(8)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
G-4		If an entrance is not accessible, does it provide directional signage indicating the location of the nearest accessible entrance? Evaluate the signage using Form O: Signage.	<a href="#">ADAAG 4.1.3(8)(d)</a>						
G-5		Are the accessible entrances on an accessible route?	<a href="#">ADAAG 4.14.1</a>						
G-6		Does the exterior door require no more than 8.5 lbf (pounds of force) to open?	<a href="#">FACBC 11-4.13.11 (2)(a)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
G-7		<p>If a two-way communication system is provided for entry at an entrance, is it accessible?</p> <ul style="list-style-type: none"> <li>▪ Controls must be located within accessible reach ranges (no higher than 48" for a front approach and no higher than 54" for a side approach) and on a clear, level space, preferably out of the swing of the door.</li> <li>▪ If a handset is available, the cord must be at least 29" long so that it reaches to a person in a standing or seated position.</li> <li>▪ The system must provide both audible and visual signals.</li> <li>▪ The instructions and all information for use should be accessible to and independently usable by persons with vision disabilities.</li> <li>▪ Has your company tested the two-way communication system within the last 90 days to determine it is in proper working order?</li> </ul>	<a href="#">ADAAG 4.27.4</a> and <a href="#">4.31.8</a>						

## Building Accessibility Evaluation Survey Report – FORM H: SECURITY CHECKPOINTS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Security Systems:** Many magnetometers cannot accommodate wheelchair traffic; in those instances, companies must make alternate arrangements on an accessible route located where the person with a disability can keep his/her personal belongings within sight. When possible, companies should consider providing adequate space at the building entrance for indoor queuing while waiting for security screening. Additionally, because people often must interact with security personnel, it is advisable to post screening procedures to facilitate communication with visitors who are deaf or hard of hearing.

**Common Errors:** Having a security layout that separates people with disabilities from their belongings without allowing them to maintain visual contact at security entrances; Failure to post security screen procedures to facilitate communication with persons who are deaf or hard of hearing.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
H-1		If security barriers are used (bollards, planters, etc.), is there an accessible route measuring no less than 32" in width for a distance no greater than 24" in length in order to allow for wheelchair passage?	<a href="#">36 CFR Part 1191, s. 11.1.2</a> ADAAG <a href="#">4.3</a>						
H-2		If existing security barriers incorporate magnetometers or other equipment that cannot be made accessible, is there an accessible route provided adjacent to the security screening devices to facilitate an equivalent circulation path (at least 36" wide)?	<a href="#">36 CFR Part 1191, s. 11.1.2</a> ADAAG <a href="#">4.3</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
H-3		If there are queues leading up to security checkpoints, is the clear width a minimum of 36"?	<a href="#">ADAAG 4.3.3</a>						
H-4		If a person in a wheelchair must make a turn around an obstruction in the security queue, is the minimum clear width that as shown in Figure 7(a) and Figure 7(b)?	<a href="#">ADAAG 4.3.3</a>						

## Building Accessibility Evaluation Survey Report – FORM I: ACCESSIBLE INTERIOR ROUTES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Accessible Interior Route:** The interior route should provide a safe and integrated way for people with disabilities to navigate through the building. At least one accessible route is required to connect all accessible elements and spaces in the building. An accessible route does not include stairs, steps, or escalators. Specifications for accessible routes cover doors, clear width, walking surfaces, running and cross slopes, protruding objects, and changes in level. People with disabilities should follow the same route as that of the general public, but where the routes must diverge – at stairs, for example – signage clearly identifying the alternate accessible path of travel should be provided so that no backtracking is necessary. Where the interior accessible route includes an elevator, it is preferable for the elevator to be located within close proximity to and visible from the stairs. Where two-way communication systems are provided for entry into a restricted area, they must be accessible. Larger buildings often require people to travel substantial distances between areas; providing benches, rest areas, and railings are recommended to accommodate people with stamina and mobility limitations.

Common Errors Include: Lack of elevator access to upper levels of the building; Sloped surfaces that are too steep or exceed cross slope limitations; Open areas under stairs that are not protected by railings or other barriers.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
I-1		Is there at least one accessible route connecting facility entrances with all accessible elements and spaces within the building?	<a href="#">ADAAG 4.1.3(1)</a>						
I-2		Are all interior accessible routes a minimum of 36" wide? (The route may be reduced to a width of 32" wide for a maximum distance of 24"; there must be 48" minimum distance between reduced sections).	<a href="#">ADAAG 4.3.3</a>						
I-3		Do all of the interior accessible routes have a running slope less than 1:20 (5%)? If not, please evaluate using Form L: Ramps. (Surface slope of 1:20 (5%) or less will not require the installation of handrails.)	<a href="#">ADAAG 4.3.7</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
I-4		Do all of the interior accessible routes have a cross slope less than 1:50 (2.0%)?	<a href="#">ADAAG 4.3.7</a>						
I-5		Are all interior accessible route surfaces firm, stable, and slip resistant?	<a href="#">ADAAG 4.3.6</a>						
I-6		Are the carpets or carpet tiles along the interior accessible route securely attached?	<a href="#">ADAAG 4.5.3</a>						
I-7		Do the carpets, carpet tiles, and rugs have a pile thickness that is ½" or less in height?	<a href="#">ADAAG 4.5.3</a>						
I-8		Are the carpet's exposed edges fastened to floor surfaces and do they have edge trim along the entire length of the exposed edge?	<a href="#">ADAAG 4.5.3</a>						
I-9		Is the interior accessible route continuous with a common surface that is not interrupted by steps or abrupt changes in levels (less than ¼" vertical or ½" beveled at 1:2)? If not, evaluate using Form L: Ramps or Form M: Elevators and Lifts, as appropriate.	<a href="#">ADAAG 4.3.8</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
I-10		Are all grid openings at gratings or joints in the path of travel that are installed perpendicular to the direction of travel, ½" wide or less?	<a href="#">ADAAG 4.3.</a>						
I-11		If an accessible route has less than 60" of clear width, does it have a passing space at least 60" X 60" located at reasonable intervals not to exceed 200'? (A T-intersection of two corridors or walks is an acceptable passing place).	<a href="#">ADAAG 4.3.4</a>						
I-12		If there are any objects protruding into the accessible interior route, please evaluate using Form K: Protruding Objects. (In order to be detected using a cane, an object must be within 27" of the ground. Objects hanging or mounted overhead must be higher than 80" to provide clear head room. It is not necessary to remove objects that protrude less than 4" from the wall or overhang less than 12" from a post or pylon).	<a href="#">ADAAG 4.4.1</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
I-13		<p>If a two-way communication system is provided for entry into a restricted area, is it accessible?</p> <ul style="list-style-type: none"> <li>▪ Controls must be located within accessible reach ranges – no higher than 48” for a front approach and no higher than 54” for a side approach - and on a clear, level space, preferably out of the swing of the door.</li> <li>▪ If a handset is available, the cord must be at least 29” long so that it reaches to a person in a standing or seated position.</li> <li>▪ The system must provide both audible and visual signals.</li> <li>▪ Are the instructions and all information for use accessible to and independently usable by persons with vision impairments?</li> <li>▪ Has your company tested the two-way communication system within the last 90 days to determine it is in proper working order?</li> </ul>	<a href="#">ADAAG 4.27.4</a> and <a href="#">4.31.8</a>						

## Building Accessibility Evaluation Survey Report – FORM J: DOORS, REVOLVING DOORS, TURNSTILES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Doors:** People with disabilities should be able to independently use all doors within the building. With the exception of fire doors, the maximum opening force for interior doors is 5 pounds. For all doors along accessible routes, consider accessible approaches and clearances from all directions. **Evaluate every door used by the public using the questions below. Fill out a form documenting problems with each door that does not meet the guidelines.**

Common Errors Include: Difficult-to-open heavy ornamental interior doors; Customized doors with hardware mounted too high to operate easily; Door knobs or other inaccessible hardware. Not providing the required clear floor area at the door based upon the approach to the door.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
J-1		Is the door threshold no more than ½” in height, beveled with a slope no greater than 1:2 (50%)?	<a href="#">ADAAG 4.13.8</a>						
J-2		Existing Doors – Is the existing door threshold ¾ inch high or less, and have (or are modified to have) a beveled edge on each side.	<a href="#">ADAAG 4.1.6(3)(d)(ii)</a>						
J-3		Is the door clear opening width a minimum of 32”? (For a double door, at least one leaf must have a minimum opening of 32” clear width.)	<a href="#">ADAAG 4.13.5</a>						
J-4		Is the door hardware no more than 48” above the floor?	<a href="#">ADAAG 4.13.9</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
J-5		Does the door hardware have a shape that is operable with a closed fist? (No tight grasping, tight pinching, or twisting of the wrist to operate; lever type hardware or push plates are recommended.)	<a href="#">ADAAG 4.13.9</a>						
J-6		Is the minimum clear space between the two sets of doors in a series (vestibule or foyer) 48" plus the width of any doors swinging into the space? See Figure 26.	<a href="#">ADAAG 4.13.7</a>						
J-7		Do the two sets of doors in a series swing either in the same direction or away from the space (vestibule or foyer) between the doors?	<a href="#">ADAAG 4.13.7</a>						
J-8		If the door has a closure mechanism, does it take at least 3 seconds for the door to close from an angle of 70 degrees to a distance of 3 inches from the door frame?	<a href="#">ADAAG 4.13.10</a>						
J-9		Is the maximum force for pushing or pulling to open an interior, hinged door no greater than 5 pounds of force (lbf)?	<a href="#">ADAAG 4.13.11(2)(b)</a>						
J-10		Is the maximum force for pushing or pulling to open an exterior, hinged door no greater than 8.5 pounds of force (lbf)?	<a href="#">FACBC 11-4.13.11(2)(a)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
J-11		If there are revolving doors or turnstiles, is there an accessible gate or door provided adjacent to the turnstile or revolving door?	<a href="#">ADAAG 4.13.2</a>						
J-12		Is the maneuvering clearance at a door that is not an automatic or power-assisted door in compliance with Figure 25? (If the door is not compliant with Figure 25, please circle the non-compliant applicable door approach drawing in Figure 25 and attach.)	<a href="#">ADAAG 4.13.6</a>						
J-13		Is the floor area in front of the door level and clear, per Figure 25? (Level is defined as not greater than 1:50 or a maximum of a 2% slope.)	<a href="#">ADAAG 4.13.6</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
J-14		<p>If there is a power-assisted door, does it:</p> <ul style="list-style-type: none"> <li>▪ Not open to back check faster than 3 seconds?</li> <li>▪ Not require more than 15 pounds of force (lbf) to stop door movement?</li> <li>▪ Have controls that are located within accessible reach ranges (no higher than 48" for a front approach and no higher than 54" for a side approach) and on a clear, level space, preferably out of the swing of the door.</li> </ul>	<a href="#">ADAAG 4.13.12</a> and <a href="#">4.27</a>						

## Building Accessibility Evaluation Survey Report – FORM K: PROTRUDING OBJECTS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Protruding Objects:** Specifications for protruding objects apply on all circulation paths, not just accessible routes. Headroom clearance of at least 80 inches is required along all circulation paths. Where the headroom clearance is less than 80 inches, fixed barriers are required to prevent hazards. Wall-mounted objects that project into circulation paths – such as fire extinguishers, counters, water fountains, and displays – must receive proper treatment as protruding objects.

Common Errors Include: Open areas under stairs, especially under grand staircases, that are not protected by railings or other barriers and are thus hazardous to people with visual disabilities where the headroom clearance is below 80 inches; Wall-mounted objects that are not cane detectable by persons with visual disabilities.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
K-1		Do any objects that project from walls with their leading edges between 27" and 80" above the finished floor protrude no more than 4" into the walk, hall, corridor, passageway, or aisle? See Figure 8(a).	<a href="#">ADAAG 4.4.1</a>						
K-2		Do free-standing objects that are mounted on posts or pylons overhang no more than 12" maximum between 27" and 80" above the ground or finished floor? See Figures 8(c) and 8(d).	<a href="#">ADAAG 4.4.1</a>						
K-3		Do any protruding objects not reduce the clear width of an accessible route or maneuvering space?	<a href="#">ADAAG 4.4.1</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
K-4		Do all walks, halls, corridors, passageways, aisles, or other circulation spaces have 80" minimum clear head room?	<a href="#">ADAAG 4.4.2</a>						
K-5		If vertical clearance of an area adjoining an accessible route is reduced to less than 80", is there a barrier to warn persons with visual disabilities?	<a href="#">ADAAG 4.4.2</a>						

## Building Accessibility Evaluation Survey Report – FORM L: RAMPS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Ramps:** Vertical accessibility shall be provided to all public access levels of the building (Section 553.509, Florida Statutes). Ramps are utilized outside and throughout the building to provide accessible routes. Any part of an accessible route with a slope greater than 1:20 (5%) shall be considered a ramp and shall comply with the applicable components of a ramp. Ramps should not be located where they will be tripping hazards for circulation routes through the space or where they will block the means of egress, including maneuvering clearances at doors. Ramps should be located along the same path of travel as provided for the general population. When ramps are exterior, they should be located or designed to limit the accumulation of water. When ramps lead to doors that may be locked, a turning space should be provided at the door to allow someone to turn around if they cannot enter; this is also advisable at exterior doors because the force to open the door may be too high for some people with disabilities to operate. In new construction, elements inside the building are best designed with floor-level access; if any elements are raised, permanently installed ramps provide vertical access.

Common Errors Include: Failure to provide handrails, where required; Landings that do not allow for someone to back up to get past the swing of the door or turn around if the door is locked or too difficult to operate; Flip-down ramps that require assistance to create the accessible route and, when open, block the maneuvering space; Failure to provide edge protection.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
L-1		Is the slope of the ramp no greater than 1:12 (8.33%)?	<a href="#">ADAAG 4.8.2</a>						
L-2		Is the cross slope of the ramp no greater than 1:50 (2%)?	<a href="#">ADAAG 4.8.6</a>						
L-3		If the ramp is greater than 6" in rise, or more than 6' in length, are handrails provided on both sides? (Handrails are required on ramps that exceed these requirements.)	<a href="#">ADAAG 4.8.5</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
L-4		If handrails are provided, is the height of the handrail between 34" and 38" above the ramp surface (measured to the top of the handrail)?	<a href="#">ADAAG 4.8.5(5)</a>						
L-5		If handrails are provided, do they extend a length of at least 18 inches beyond the sloped segments at both the top and bottom of the ramp?	<a href="#">ADAAG 4.8.5</a> <a href="#">FACBC 11-4.8.5</a>						
L-6		If handrails are provided, are the gripping surfaces continuous (not interrupted by brackets, fittings, connections, or other hardware)?	<a href="#">ADAAG 4.8.5(4)</a>						
L-7		If handrails are provided, is the clear space between the handrail and the wall 1½"?	<a href="#">ADAAG 4.8.5(3)</a>						
L-8		If handrails are provided, are the ends of the handrails either rounded or return smoothly to the floor, wall or post?	<a href="#">ADAAG 4.8.5(6)</a>						
L-9		If handrails are provided, are they secure and do not rotate within their fittings?	<a href="#">ADAAG 4.8.5(7)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
L-10		Is the clear width of the ramp a minimum of 36" (measured between the handrails)? <b>OR</b> If the ramp is part of a required means of egress, is it at least 44" wide, excluding the width of handrails?	<a href="#">ADAAG 4.8.3</a>  <a href="#">FACBC 11-4.8.3</a>						
L-11		If there are landings, are they level (no greater than 1:50 (2%) slope or cross slope)?	<a href="#">ADAAG 4.8.4</a>						
L-12		If there is a landing, is it at least as wide as the ramp leading to it?	<a href="#">ADAAG 4.8.4(1)</a>						
L-13		If there is a doorway located at a landing, does the area in front of the doorway provide the appropriate clear and level floor space required for the approach to the door? See Figure 25.	<a href="#">ADAAG 4.8.4(4)</a>						
L-14		Is the maximum length of the ramp, or any section of the ramp, no greater than 30' in length?	<a href="#">ADAAG 4.8.2</a>						
L-15		At the bottom of the ramp, is the landing no less than 72" in length (clear of obstructions) and at least equal to the width of the ramp?	<a href="#">FACBC 11-4.8.4(2)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
L-16		At the top of the ramp, is the landing no less than 60" in length (clear of obstructions) and at least equal to the width of the ramp?	<a href="#">FACBC 11-4.8.4(2)</a>						
L-17		If the ramp is greater than 30' in length, is there a landing located at least at every 30' interval?	<a href="#">ADAAG 4.8.4</a>						
L-18		If the ramp changes direction, is there a landing that is a minimum of 60" wide and 60" in length?	<a href="#">ADAAG 4.8.4(3)</a>						
L-19		If the ramp and/or landing has a drop off on the side, does it have a curb of at least 2" in height or other edge protection (walls, railings, or projecting surfaces that prevent people from slipping off the ramp)? See Figure 17.	<a href="#">ADAAG 4.8.7</a>						

## Building Accessibility Evaluation Survey Report – FORM M: ELEVATORS AND LIFTS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Elevators and Mechanical Lifts:** Vertical accessibility shall be provided to all public access levels of the building. Elevators and lifts are utilized outside and throughout the building to provide accessible routes. Persons who use wheelchairs must be able to enter, maneuver, and exit elevator cars. Persons with visual disabilities should be provided with audible signals about elevator operations. Persons with hearing disabilities should be provided with visual signals about elevator operations. Elements inside the building are best designed with floor-level access; if any elements are raised, a mechanical lift is one method of providing vertical access. If a lift is chosen to provide vertical access to elements in the building, the lift should be concealed within the design so that the lift function is not readily apparent unless the lift is in use. Lifts should operate quietly and not draw attention to the user. Lifts that are part of an accessible means of egress should have emergency standby power.

Common Errors Include: Lack of elevator access to upper levels of the building; Lack of audible and visual signals at elevator hoistways; Lifts that are not independently operable; Lifts that require removal of the step, platforms, or millwork to be operable.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
M-1		Is the accessible elevator located on an accessible route? (Freight elevators shall not be considered unless the only elevators provided are used as combination passenger and freight elevators for the public and employees.)	<a href="#">ADAAG 4.10.1</a>						
M-2		Is the elevator car equipped with a self-leveling feature (brings the car to floor landings within a tolerance of ½" and automatically corrects overtravel and undertravel)?	<a href="#">ADAAG 4.10.2</a>						
M-3		Are the elevator call buttons in the halls/lobbies centered at 42" above the floor?	<a href="#">ADAAG 4.10.3</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
M-4		Do the elevator call buttons have visual signals to indicate when each call is registered and when each call is answered?	<a href="#">ADAAG 4.10.3</a>						
M-5		Are the elevator call buttons a minimum of 3/4" in the smallest dimension?	<a href="#">ADAAG 4.10.3</a>						
M-6		Is the elevator call button designating the up direction on top? See Figure 20.	<a href="#">ADAAG 4.10.3</a>						
M-7		Are the elevator call buttons raised or flush?	<a href="#">ADAAG 4.10.3</a>						
M-8		If there are objects mounted beneath the hall call buttons, do they project into the elevator lobby not more than 4"?	<a href="#">ADAAG 4.10.3</a>						
M-9		Is a visible and audible signal provided at each hoistway entrance to indicate which elevator car is answering a call?	<a href="#">ADAAG 4.10.4</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
M-10		Does the audible signal sound once for the up direction and twice for the down direction, or have a verbal annunciator that says "up" or "down?"	<a href="#">ADAAG 4.10.4</a>						
M-11		Do the visible signals have the following features: <ul style="list-style-type: none"> <li>▪ Hall lantern fixtures are mounted so that their centerline is at least 72" above the lobby floor?</li> <li>▪ Visual elements are at least 2 ½" in the smallest dimension?</li> <li>▪ Signals are visible from the vicinity of the hall call button? (In-car lanterns visible from the vicinity of hall call buttons that conform to the above requirements are acceptable.)</li> </ul> See Figure 20.	<a href="#">ADAAG 4.10.4</a>						
M-12		Do all elevator hoistway entrances have raised and Braille floor designations provided on both jambs? (The centerline of the characters shall be 60" above the finished floor; the characters shall be 2" high and comply with survey items O-5, O-6, and O-7.)	<a href="#">ADAAG 4.10.5</a>						
M-13		Do the elevator doors open and close automatically, including: <ul style="list-style-type: none"> <li>▪ A reopening device that will stop and reopen a car door and hoistway door automatically if the door becomes obstructed by an object at heights of 5" and 29" above the finished floor?</li> <li>▪ Door opening devices that remain effective for at least 20 seconds?</li> </ul>	<a href="#">ADAAG 4.10.6</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
M-14		Is the time from notification that a car is answering a call until the doors of that car start to close at least 5 seconds (this is the minimum acceptable notification time)?	<a href="#">ADAAG 4.10.7</a>						
M-15		Do the elevator doors remain fully open in response to a car call at least 3 seconds?	<a href="#">ADAAG 4.10.8</a>						
M-16		Does the floor area of the elevator car provide space for wheelchair users to enter the car, maneuver within reach of controls, and exit from the car? See Figure 22.	<a href="#">ADAAG 4.10.9</a>						
M-17		Is the floor surface in the elevator car stable, firm, and slip resistant?	<a href="#">ADAAG 4.10.10</a> and <a href="#">4.5</a>						
M-18		If there is carpet in the elevator car, is it securely attached, have a firm cushion or no cushion, and have a maximum pile thickness of ½”?	<a href="#">ADAAG 4.10.10</a> and <a href="#">4.5</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
M-19		<p>Do the elevator control panels have the following features:</p> <ul style="list-style-type: none"> <li>▪ All control buttons are at least 3/4" in their smallest dimension, and are raised or flush?</li> <li>▪ All control buttons are designated by Braille and by raised standard characters?</li> <li>▪ All control buttons comply with Form O: Signage?</li> <li>▪ The call button for the main entry floor is designated by a raised star at the left of the floor designation?</li> <li>▪ All raised designations for control buttons are placed immediately to the left of the button to which they apply?</li> <li>▪ Floor buttons are provided with visual indicators to show when each call is registered and are extinguished when each call is answered?</li> </ul>	<a href="#">ADAAG 4.10.12</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
M-20		<p>Do the elevator control panels have the following features:</p> <ul style="list-style-type: none"> <li>▪ All floor buttons are no higher than 54" above the finished floor for side approach and 48" for front approach?</li> <li>▪ The emergency alarm and emergency stop controls are grouped at the bottom of the panel and their centerlines are no less than 35" above the finished floor?</li> <li>▪ Controls are located on a front wall if the elevator car has center opening doors, and at the side wall or the front wall next to the door if the car has side opening doors (see Figures 23(c) and 23(d))?</li> </ul>	<a href="#">ADAAG 4.10.12</a>						
M-21		<p>Does the visual car position indicator in the elevator car:</p> <ul style="list-style-type: none"> <li>▪ Show the position of the elevator in the hoistway?</li> <li>▪ As the car passes or stops at a floor, the corresponding numerals are illuminated and an audible signal sounds or there is a verbal announcement of the floor number?</li> </ul>	<a href="#">ADAAG 4.10.13</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)	
					Yes	No	N/A			
M-22		<p>If an emergency two-way communication system between the elevator and a point outside the hoist way is provided:</p> <ul style="list-style-type: none"> <li>▪ Is the highest operable part a maximum of 48" from the floor of the car?</li> <li>▪ Is the system identified by a raised symbol and lettering complying with Form O: Signage, that is located adjacent to the device?</li> <li>▪ If the system uses a handset, is the cord at least 29" in length?</li> <li>▪ If the system is located in a closed compartment, is the compartment door hardware operable with a closed fist (no tight grasping, tight pinching, or twisting of the wrist to operate)?</li> <li>▪ Voice communication is not required?</li> </ul>	<a href="#">ADAAG 4.10.14</a>							
<b>PLATFORM LIFTS</b>										
M-23		Is the lift located on an accessible route?	<a href="#">ADAAG 4.2</a>							
M-24		Are the controls within the applicable reach range requirements? (Maximum 48" high for a forward approach or 54" high for a side approach.)	<a href="#">ADAAG 4.11.2</a> , <a href="#">4.27.3</a> , <a href="#">4.2.5</a> , and <a href="#">4.2.6</a>							
M-25		Are there sufficient clear floor space (minimum of 30" X 48") and maneuvering clearances for usability by a person in a wheelchair?	<a href="#">ADAAG 4.11.2</a> , and <a href="#">4.2.4</a>							

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
M-26		Are the controls and operating mechanisms operable with a closed fist? (No tight grasping, tight pinching, or twisting of the wrist to operate.)	ADAAG <a href="#">4.11.2</a> and <a href="#">4.27.4</a>						
M-27		Is the floor surface in the lift stable, firm, and slip resistant?	ADAAG <a href="#">4.11.2</a> and <a href="#">4.5</a>						
M-28		If there is carpet in the lift, is it securely attached, have a firm cushion or no cushion, and have a maximum pile thickness of ½"?	ADAAG <a href="#">4.11.2</a> and <a href="#">4.5</a>						
M-29		Does the lift facilitate unassisted entry, operation, and exit?	ADAAG <a href="#">4.11.3</a>						

## Building Accessibility Evaluation Survey Report – FORM N: STAIRS AND HANDRAILS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Stairs and Handrails:** Stairs are not permitted as part of an accessible route. Although there are many people who cannot climb stairs, many people with disabilities do use stairs. Stairs are often the shortest route between two points and are preferred by some people with disabilities, including those who use crutches. Additionally, stairs that are part of the means of egress must comply with the guidelines for handrails, treads, and risers, regardless of whether there is a ramp or an elevator that connects those levels.

Common Errors Include: Stairs with open risers; Handrails that cannot be grasped.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
N-1		It is not mandatory to complete this form for stairs that connect levels that are served by an elevator, ramp, or other accessible means of vertical access, unless the stairs are part of the means of egress. (Stairs that are part of the means of egress must comply with the guidelines for handrails, treads, and risers, regardless of whether there is a ramp or an elevator that connects those levels.)	<a href="#">ADAAG 4.1.3.(4)</a>						
N-2		Do all steps in a flight of stairs have uniform riser heights and uniform tread widths?	<a href="#">ADAAG 4.9.2</a>						
N-3		Are the stair treads no less than 11" wide? Measure from riser to riser. See Figure 18(a).	<a href="#">ADAAG 4.9.2</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
N-4		Are the risers solid? (Open risers are not permitted.)	<a href="#">ADAAG 4.9.2</a>						
N-5		Do the stairs have acceptable nosings as illustrated in Figures 18(b) and 18(c)?	<a href="#">ADAAG 4.9.3</a>						
N-6		Does the stairway have handrails at both sides?	<a href="#">ADAAG 4.9.4</a>						
N-7		Are the handrails continuous along both sides of the stairs?	<a href="#">ADAAG 4.9.4(1)</a>						
N-8		Are the handrails and any adjacent walls and surfaces free of any sharp or abrasive elements?	<a href="#">ADAAG 4.9.4</a> and <a href="#">4.26.4</a>						
N-9		If there are switchbacks or dogleg stairs, is the inside handrail always continuous?	<a href="#">ADAAG 4.9.4(1)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
N-10		If handrails are not continuous, do they extend at least 12" beyond the top riser and at least 12" plus the width of one tread beyond the bottom riser? (At the top, the extension shall be parallel with the floor or ground surface. At the bottom, the handrail shall continue to slope for a distance of the width of one tread from the bottom riser with the remainder of the extension horizontal. See Figures 19(c) and 19(d).) (Ensure that handrail extensions do not protrude into a walkway thereby creating a hazard for persons with visual disabilities; see Form K: Protruding Objects.)	<a href="#">ADAAG 4.9.4(2)</a>						
N-11		Is the clear space between the handrails and the wall 1½"? (Handrails may be located in a recess if the recess is a maximum of 3" deep and extends at least 18" above the top of the rail.)	<a href="#">ADAAG 4.9.4(3)</a> and <a href="#">4.26.2</a>						
N-12		Are the handrail gripping surfaces continuous (not interrupted by newel posts, brackets, fittings, connections, or other obstructions)?	<a href="#">ADAAG 4.9.4(4)</a>						
N-13		Is the diameter or width of the gripping surfaces of a handrail between 1¼" and 1½", or provide an equivalent gripping surface?	<a href="#">ADAAG 4.9.4</a> and <a href="#">4.26.2</a>						
N-14		If handrails are provided, are the ends of the handrails either rounded or return smoothly to the floor, wall, or post?	<a href="#">ADAAG 4.9.4(6)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
N-15		Are the handrails secure and do not rotate within their fittings?	<a href="#">ADAAG 4.9.4(7)</a>						
N-16		Are outdoor stairs and their approaches designed so that water will not accumulate on walking surfaces?	<a href="#">ADAAG 4.9.6</a>						

## Building Accessibility Evaluation Survey Report – FORM O: SIGNAGE

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Signage:** Business and government entities must take measures to provide access to areas where services are made available to the public, including providing accessible signage. When provided, a building directory should be mounted at a height that allows both a person who is seated and one who is standing to read it. Tactile signage helps people with vision impairments in finding their way around the building. Different requirements apply to different types of signage and placement of signage including mounting location and height. Signs, including information and directional signs, are subject to requirements for finish and contrast, the height, style, spacing, and proportion of characters, and line spacing. The legibility of printed characters is a function of the viewing distance (i.e. character height, color contrast, print font, etc.). Additionally, signs labeling permanent rooms, spaces, and exit doors are required to be tactile and have raised and Braille characters. Pictograms can also be used as part of accessible signage. Permanent rooms and spaces in a building include but are not limited to meeting rooms, conference rooms, private offices, libraries, assembly rooms, restrooms, and egress stairs.

Common Errors: Failure to provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage; Signage that is not legible; Braille that is incorrect; Accessible signage that is mounted in the wrong location.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
O-1		If signage is provided are there accessible signs (tactile with raised and Brailled characters) at the following locations: <ul style="list-style-type: none"> <li>▪ Meeting or conference rooms</li> <li>▪ Restrooms</li> <li>▪ Lunchrooms available to visitors/customers</li> <li>▪ Exit doors</li> <li>▪ Egress stairs</li> <li>▪ Other rooms/spaces frequented by public</li> </ul>	<a href="#">ADAAG 4.1</a> and <a href="#">4.30.1</a>						
O-2		Is the center of the sign 60" from the floor?	<a href="#">ADAAG 4.30.6</a>						

O-3	Are wall mounted signs adjacent to the latch side of the door? (Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall.)	<a href="#">ADAAG 4.30.6</a>						
O-4	If raised characters are present, are they: <ul style="list-style-type: none"> <li>▪ Raised 1/32"</li> <li>▪ Upper case</li> <li>▪ Sans serif or simple serif type</li> <li>▪ Accompanied by Grade 2 Braille</li> <li>▪ At least 5/8" but no higher than 2"</li> </ul>	<a href="#">ADAAG 4.30.4</a>						
O-5	Do the raised characters have the proper finish and contrast? (The characters and background of signs shall be eggshell, matte, or other non-glare finish. Characters and symbols shall contrast with their background – either light characters on a dark background or dark characters on a light background.)	<a href="#">ADAAG 4.30.5</a>						
O-6	If pictograms are used, are they accompanied by the equivalent verbal description placed directly below the pictogram in raised characters and Braille?	<a href="#">ADAAG 4.30.4</a>						
O-7	Is the border dimension of the pictogram at least 6" high?	<a href="#">ADAAG 4.30.4</a>						
O-8	If a sign is mounted above 80", are the letters at least 3" high, with high contrast and non-glare finish?	<a href="#">ADAAG 4.4.2</a> and <a href="#">4.30.5</a>						

O-9	Are all of the following elements identified as accessible with the international symbol of accessibility: <ul style="list-style-type: none"> <li>▪ Parking spaces designated as reserved for individuals with disabilities;</li> <li>▪ Accessible passenger loading zones;</li> <li>▪ Accessible entrances, when not all are accessible; and</li> <li>▪ Accessible toilet and bathing facilities, when not all are accessible</li> </ul> (Display the symbol as shown in Figures 43(a) and 43(b).)	<a href="#">ADAAG 4.1.2(7)</a> and <a href="#">4.30.7(1)</a>						
O-10	Are volume control telephones identified by a sign containing a depiction of a telephone handset with radiating sound waves?	<a href="#">ADAAG 4.30.7(2)</a>						
O-11	Are text telephones identified by the international TDD symbol? See Figure 43(c).	<a href="#">ADAAG 4.30.7(3)</a>						
O-12	If the building has a public text telephone, is there directional signage adjacent to all banks of telephones that do not contain a text telephone indicating the location of the nearest text telephone? (Such directional signage shall include the international TDD symbol.) <b>OR</b> If the building has a public text telephone but there are no banks of telephones, is directional signage provided at the entrance/the building directory?	<a href="#">ADAAG 4.30.7(3)</a>						

O-13		<p>In meeting rooms and conference rooms where there are permanently installed assistive listening systems, is the availability of such systems identified with signage that includes the international symbol of access for hearing loss? See Figure 43(d).</p>	<a href="#">ADAAG 4.30.7(4)</a>						
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## Building Accessibility Evaluation Survey Report – FORM P: ALARM SYSTEMS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Audio and Visual Alarms (fire alarms):** Audible alarms are required to be heard throughout all occupied spaces in the building. Visible alarm signal appliances shall be provided in each of the following areas: restrooms and any other general usage areas such as conference rooms, meeting rooms, hallways, lobbies, assembly rooms, and any other area for common use. In addition to the required visible and audible fire alarm signals, it is recommended that emergency notifications be rapid and redundant, and provide alternative systems for notifying building occupants, such as public address system announcements, monitors and signs with text messages, telephonic public address announcements, and instructions by the security/emergency personnel.

Common Errors Include: Not having audible alarms that can be heard throughout all occupied spaces. Not having visible alarms in public and common areas, such as toilet rooms, employee areas, and small conference/waiting areas.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
P-1		If there is a fire alarm system in this building, please evaluate utilizing this form.							
P-2		Do fire/emergency alarm systems provide both visual (strobe lights) and audible signals?	<a href="#">ADAAG 4.28</a>						
P-3		Are the alarm devices located at least 80" above the floor or 6" below the ceiling, whichever is less?	<a href="#">ADAAG 4.28.3</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
P-4		In hallways and corridors, are alarm devices located at intervals no greater than 100'?	<a href="#">ADAAG 4.28.3(6)</a>						
P-5		Is there a direct line of sight to visual alarms, from the public areas of the building?	<a href="#">ADAAG 4.28.3</a>						
P-6		Is the alarm pull box mounted no higher than 48" above the floor for a forward approach or no higher than 54" for a side approach?	<a href="#">ADAAG 4.27</a>						
P-7		Is there a 30" X 48" clear floor space located at the alarm pull box?	<a href="#">ADAAG 4.27</a>						
P-8		Is the fire extinguisher mounted no higher than 48" above the floor for a forward approach or no higher than 54" for a side approach?	<a href="#">ADAAG 4.27</a>						
P-9		Is there a 30" X 48" clear floor space located at the fire extinguisher?	<a href="#">ADAAG 4.27</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
P-10		If the fire extinguisher is mounted on the wall, evaluate using Form K: Protruding Objects.							
P-11		Has your company tested both the audible and visual components of the alarm system within the last 90 days to determine they are in proper working order?							

## Building Accessibility Evaluation Survey Report – FORM Q: CONTROLS AND OPERATING MECHANISMS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Controls and Operating Mechanisms:** Controls, dispensers, receptacles, and other operable equipment throughout the public areas of the building should be accessible. Customers with disabilities should be able to use the controls and operating mechanisms independently. There should be adequate clear space to allow approach and maneuverability by persons in wheelchairs. The controls should be within the accessible reach range and operable with a closed fist. Controls and operating mechanisms are addressed on several other survey forms including Toilet Rooms, Drinking Fountains, Elevators and Lifts, Doors, Alarm Systems, Conference Furnishings, and Miscellaneous. This form should be used to evaluate any other controls, dispensers, receptacles, or other operable equipment located in public areas of the building.

Common Errors Include: Controls and operating mechanisms that obstruct accessibility by being too high or too low; Insufficient clear floor space for persons who use wheelchairs.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
Q-1		Is there an accessible path of travel to the control, dispenser, receptacle, or other operable equipment?	<a href="#">ADAAG 4.2.4</a>						
Q-2		Are the controls within the applicable reach range requirements? (Maximum 48" high for a forward approach or 54" high for a side approach.) Note: These requirements do not apply where the use of special equipment dictates otherwise or where electrical and communications systems receptacles are not normally intended for use by building occupants.	<a href="#">ADAAG 4.27.3, 4.2.5, and 4.2.6</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
Q-3		Are electrical and communications system receptacles on walls mounted no less than 15" above the floor (as measured from the finished floor to the bottom outlet)? Note: These requirements do not apply where the use of special equipment dictates otherwise or where electrical and communications systems receptacles are not normally intended for use by building occupants.	<a href="#">ADAAG 4.27.3</a>						
Q-4		Are there sufficient clear floor space (minimum of 30" X 48") and maneuvering clearances for usability by persons in a wheelchair?	<a href="#">ADAAG 4.27.2</a> and <a href="#">4.2.4</a>						
Q-5		Are the controls and operating mechanisms operable with a closed fist? (No tight grasping, tight pinching, or twisting of the wrist to operate.)	<a href="#">ADAAG 4.27.4</a>						

## Building Accessibility Evaluation Survey Report – FORM R: TOILET ROOMS (RESTROOMS)

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Toilet Rooms:** The public restrooms shall be made accessible. Limiting the distance from the primary function areas to accessible restrooms is recommended. A toilet room may either be a single-user facility or a multi-user facility (such as providing toilet stalls). A toilet room consists of a lavatory (sink), water closet (toilet), and, in the men's room, urinals. Where existing toilet rooms cannot be made accessible, the installation of an accessible unisex toilet room located in the same area as the existing toilet facilities is permitted. Please evaluate your accessible public toilet room(s) utilizing the following form.

Common Errors Include: Noncompliant grab bars; Toilet rooms/stalls that are not sized to be accessible; lavatories/sinks that are located in the required clear floor space for the water closet; mirrors that are too high.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
R-1		Evaluate the entry door to the toilet room using Form J: Doors.							
R-2		Evaluate the signage by the entry door to the toilet room using Form O: Signage.							
R-3		Are there accessible public toilet rooms in the building?	<a href="#">ADAAG 4.16.1</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
R-4		Is there signage at non-accessible toilet rooms directing individuals with disabilities to the nearest accessible toilet room?	<a href="#">ADAAG 4.1.6 (3)(e)(iii)</a>						
R-5		If the building has a fire alarm system, is there a visual alarm signal appliance located within the toilet room? (Fire or emergency alarm.)	<a href="#">ADAAG 4.28.3</a>						
R-6		Does the clear floor space for toilets <b>not</b> located in stalls comply with Figure 28? (Evaluate the clear floor space based on the approach - left, right, or front - to the toilet.)	<a href="#">ADAAG 4.16.2</a>						
R-7		Is the height of the toilet seat between 17" and 19" above the floor?	<a href="#">ADAAG 4.16.3</a>						
R-8		Is the location of the accessible toilet stall located so that the centerline of the toilet is 18 inches from the side wall?	<a href="#">ADAAG Figure 28</a> <a href="#">Figure 30</a>						
R-9		Is there a grab bar behind the toilet, mounted on the wall, located between 33" and 36" above the floor (measured to the center line of the grab bar) that is a minimum of 36" in length?	<a href="#">ADAAG 4.16.4</a>						
R-10		Is there a grab bar to the side of the toilet, mounted on the wall, located between 33" and 36" above the floor (measured to the center line of the grab bar) that is a minimum of 42" in length and mounted 12" from the back wall?	<a href="#">ADAAG 4.16.4</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
R-11		Is the flush control of the toilet mounted on the wide side of the toilet area (so that it is not facing or adjacent to the wall), no more than 44" above the floor?	<a href="#">ADAAG 4.16.5</a>						
R-12		Is the toilet paper dispenser located so that it is no further than 36" from the rear wall, measured to the outer edge of the toilet paper dispenser, and so that the control delivery of the paper provides for a continuous paper flow? See Figures 29(b) and 30(d).	<a href="#">ADAAG 4.16.6</a>						
R-13		Is the toilet paper dispenser mounted no less than 19" above the floor to the center line of the dispenser? See Figure 29(b).	<a href="#">ADAAG 4.16.6</a>						
R-14		<p>If the path of travel to the accessible toilet stall reaches the hinge side of the stall door first, is the path of travel a minimum of 48" wide?</p> <p><b>OR</b></p> <p>If the path of travel to the accessible toilet stall reaches the latch side of the stall door first, is the path of travel a minimum of 42" wide?</p> <p><b>OR</b></p> <p>If the path of travel is a front/head-on approach to the accessible toilet stall and the door swings outward, is there a minimum of 18" clear on the pull side of the door (measured from the latch to any obstruction)? See Figure 25(a).</p>	<a href="#">ADAAG 4.17.3</a> And <a href="#">FACBC 11-4.17.5</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
R-15		<p>If toilet stalls are provided, is the accessible toilet stall:</p> <ul style="list-style-type: none"> <li>▪ a minimum of 60" wide;</li> <li>▪ a minimum of 56" deep if the toilet is wall mounted, or a minimum of 59" deep if the toilet is floor mounted;</li> <li>▪ if the door opens into the toilet stall does it swing clear of the minimum areas in the first two bullets above;</li> <li>▪ a door that is self closing;</li> <li>▪ a door that provides a minimum 32" clear opening;</li> <li>▪ door latching device that is operable with a closed fist.</li> </ul>	<a href="#">ADAAG 4.17.3</a>						
R-16		<p>For new construction in Florida (facilities built since 1994), does the accessible toilet stall:</p> <ul style="list-style-type: none"> <li>▪ contain an accessible lavatory within it that is not less than 19" wide X 17" deep, nominal size, and wall mounted;</li> <li>▪ the lavatory is mounted so as not to overlap the clear floor space areas required by section 11-4.17 (see Figures 11-30(a) and 11-30(e));</li> <li>▪ the lavatory complies with the guidelines in questions R-21, R-22, R-23, R-24, and R-25 below.</li> </ul>	<a href="#">FACBC 11-4.17.3(1)</a>						
R-17		<p>In "new construction" (facilities built since 1994), is the accessible water closet in the accessible toilet stall located in the corner, diagonal to the door?</p>	<a href="#">FACBC 11-4.17.3(2)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
R-18		<p>If six or more toilet stalls are provided, in addition to the accessible stall, is there an accessible ambulatory stall provided that has:</p> <ul style="list-style-type: none"> <li>• an out-swinging door that is self closing and provides a minimum 32" clear opening;</li> <li>• door latching hardware that is operable with a closed fist;</li> <li>• grab bars on both sides located between 33" and 36" above the floor (measured to the center line of the grab bar), are a minimum of 42" in length, and are mounted 12" from the back wall;</li> <li>• the width of the stall is 36";</li> <li>• a toilet seat that is between 17" and 19" above the floor.</li> </ul> <p>See Figure 30(d). (If there are less than a total of six toilet stalls, there must be an accessible stall as described in R-14, but there does not also have to be an ambulatory stall as described above.)</p>	<a href="#">ADAAG 4.22.4</a>						
R-19		If urinals are provided, is the rim of at least one urinal no higher than 17" above the floor with an elongated bowl?	<a href="#">ADAAG 4.18.2</a>						
R-20		Is there a 30" X 48" clear space provided in front of the accessible urinal to allow for a forward approach?	<a href="#">ADAAG 4.18.3</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
R-21		Is the urinal located in an "alcove" area that is more than 24 inches in depth? Is the urinal screen located by the urinal more than 24 inches from the wall to the outer edge of the screen?	<a href="#">ADAAG 4.2.4.2 Figure 4(e)</a>						
R-22		Is the flush control of the accessible urinal mounted no more than 44" above the floor?	<a href="#">ADAAG 4.18.4</a>						
R-23		Is there a clear floor space of 30" X 48" provided in front of a lavatory (sink) to allow for a forward approach?	<a href="#">ADAAG 4.19.3</a>						
R-24		Is there at least one lavatory (sink) that is: <ul style="list-style-type: none"> <li>▪ no higher than 34" above the floor to the rim or counter;</li> <li>▪ no less than 29" above the floor to the bottom of the apron of the lavatory/sink/ counter;</li> <li>▪ knee and toe clearances complying with Figure 31.</li> </ul>	<a href="#">ADAAG 4.19.4</a>						
R-25		Are the hot water and drain pipes, under the accessible lavatory, insulated or otherwise configured to protect against contact (there shall be no sharp or abrasive surfaces)?	<a href="#">ADAAG 4.19.4</a>						
R-26		Does the accessible lavatory have lever-operated, push-type, or electronically controlled mechanisms?	<a href="#">ADAAG 4.19.5</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
R-27		If automatic turn-offs are used, does the faucet remain running for at least 10 seconds?	<a href="#">ADAAG 4.19.5</a>						
R-28		If mirrors are provided, is there at least one mirror mounted with the bottom edge of the reflecting surface no higher than 40" above the floor?	<a href="#">ADAAG 4.19.6</a>						
R-29		Are the controls or dispensers of other elements (such as paper towel dispensers, toilet seat cover dispensers, soap dispensers, and baby changing stations) provided so that they are: <ul style="list-style-type: none"> <li>▪ on an accessible route;</li> <li>▪ no higher than 48" above the floor for a forward approach;</li> <li>▪ no higher than 54" above the floor for a side approach;</li> <li>▪ operable with a closed fist;</li> <li>▪ a 30" x 48" clear space by the element.</li> </ul>	<a href="#">ADAAG 4.27.2</a> , <a href="#">4.27.3</a> , and <a href="#">4.27.4</a>						
R-30		If there are baby-changing stations, when they are open is the height no greater than 36" above the floor?							
R-31		Is the handle to open the baby changing station within applicable reach ranges for either a forward or side approach and is the opening device operable without grasping, pinching or twisting of the wrist?	<a href="#">ADAAG 4.2.5</a> <a href="#">4.2.6</a> <a href="#">4.27.4</a>						

## Building Accessibility Evaluation Survey Report – FORM S: DRINKING FOUNTAINS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Drinking Fountains:** Drinking fountains must be accessible to both individuals who use wheelchairs and individuals who have difficulty bending or stooping.

Common Errors Include: Lack of an accessible drinking fountain on each floor of the building if they are provided; drinking fountains that are accessible to people who use wheelchairs but not people who have difficulty bending, or vice versa.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
S-1		If there is only one drinking fountain on a floor, is it accessible to both individuals who use wheelchairs and individuals who have difficulty bending or stooping? (A hi-lo drinking fountain will meet this requirement.)	<a href="#">ADAAG 4.1.3(10)(a)</a>						
S-2		If there is more than one drinking fountain provided on a floor, are at least 50% of those on an accessible route and accessible?	<a href="#">ADAAG 4.1.3(10)(b)</a>						
S-3		Is the spout of the accessible drinking fountain no higher than 36" above the floor to the spout outlet?	<a href="#">ADAAG 4.15.2</a>						
S-4		Is the spout outlet located at the front of the accessible drinking fountain and does it provide a water flow of at least 4" in height? (This allows the insertion of a cup or glass under the flow of water.)	<a href="#">ADAAG 4.15.3</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
S-5		If the accessible drinking fountain is round or has an oval bowl, is the spout located so the flow of water is within 3" of the front edge of the drinking fountain?	<a href="#">ADAAG 4.15.3</a>						
S-6		Is there a 30" X 48" clear floor space provided at the drinking fountain?	<a href="#">ADAAG 4.15.5</a>						
S-7		Are the controls front-mounted or side-mounted near the front edge?	<a href="#">ADAAG 4.15.4</a>						

## Building Accessibility Evaluation Survey Report – FORM T: CUSTOMER SERVICE AREAS

**Company:** \_\_\_\_\_

**Team Members Completing This Section:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Street, City, County:** \_\_\_\_\_

**Date of Survey:** \_\_\_\_\_

**Customer Service Areas:** All waiting areas must be accessible. This includes kitchens, toilet rooms, and quiet rooms. Service counters and work surfaces must meet the requirements for accessibility. Announcements should be accessible to persons who are deaf or hard of hearing. Assistive listening systems should be available in all gathering areas, and a portion of system receivers must be hearing aid compatible. Signage should be installed in all areas to reflect the availability of assistive listening devices and other ADA accommodations.

Common Errors Include: Service counters and work surfaces are too high; Lack of signage for the availability of assistive listening systems; No assistive listening systems are available.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
T-1		Evaluate the counter height, using Form X: Service Counters.							
T-2		Evaluate the restrooms using the Form R: Toilet Rooms.							
T-3		If there are telephones available for use by jurors, are there phones available with volume adjustments and TDDs/TTYs?	<a href="#">ADAAG 4.31</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
T-4		What is the total number of fixed seating capacity in the waiting/ service area? (Indicate number in actual column. For bench seating, estimate approximately 20" per seat.)	<a href="#">FACBC 11-4.1.3(19)(a)</a>						
T-5		What is the total number of accessible seating in the waiting/service area (Indicate number in actual column.)	<a href="#">FACBC 11-4.1.3(19)(a)</a>						
T-6		Using the chart below, is the required number of accessible seating spaces provided in the waiting/service area?	<a href="#">FACBC 11-4.1.3(19)(a)</a>						
T-7		If there are more than 300 seats in the service/waiting area, are the wheelchair locations dispersed in more than one location?	<a href="#">ADAAG 4.33.3</a>						
T-8		Are all the wheelchair seating locations in the service/waiting area adjacent to the accessible route?	<a href="#">ADAAG 4.33.3</a>						
T-9		Are all the wheelchair seating areas located on a level surface?	<a href="#">ADAAG 4.33.4</a>						
T-10		If armrests are provided on seats in the service/waiting area, does at least 1% have folding or retracting armrests?	<a href="#">ADAAG 4.1.3(19)(a)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
T-11		Is each wheelchair seating location in the service/waiting area at least 33" X 48" for front approach, or 33" X 60" for side approach? See Figure 46.	<a href="#">ADAAG 4.33.2</a>						
T-12		If the service/waiting area (1) accommodates at least 50 persons <b>OR</b> has an audio-amplification system <b>AND</b> (2) has fixed seating, does it have a permanently installed assistive listening system?	<a href="#">ADAAG 4.1.3(19)(b)</a>						
T-13		If the service/waiting area does not meet the criteria in the preceding question, does it include either a permanently installed assistive listening system or an adequate number of electrical outlets or other supplementary wiring necessary to support a portable assistive listening system?	<a href="#">ADAAG 4.1.3(19)(b)</a>						
T-14		How many receivers are available for the service/waiting area room? (The minimum number of receivers to be provided shall be equal to 4% of the total number of seats, but in no case less than two.)	<a href="#">ADAAG 4.1.3(19)(b)</a>						
T-15		Is there signage installed in the service/waiting room to notify customers or visitors of the availability of a listening system?	<a href="#">ADAAG 4.1.3(19)(b)</a>						

<u>Capacity of Seating in Assembly Areas</u>	<u>Number of Required Wheelchair Locations</u>
1 to 25	1
26 to 50	2
51 to 100	4

For all remaining fixed seats, there shall be not less than one such accessible and usable space for each 100 fixed seats or fraction thereof.

FACBC 11-4.1.3(19)

## Building Accessibility Evaluation Survey Report – FORM U: SPECTATOR SEATING

**Company:** \_\_\_\_\_

**Name of Building:** \_\_\_\_\_

**Street, City, County:** \_\_\_\_\_

**Date of Survey:** \_\_\_\_\_

**Spectator Seating** Wheelchair spaces are required in large assembly areas based on the fixed seating capacity. Wheelchair seating locations must adjoin an accessible route and must not overlap into the main aisle. Wheelchair seating should preferably be adjacent to a companion so that the person using a wheelchair is provided shoulder alignment with the person in the adjacent seat. Best practices call for accessible seating to be designed so that an individual using a wheelchair does not have to move out of the row to allow others to access the row. Assistive listening systems are usable for people with hearing loss who communicate verbally and have sufficient ability to discriminate sound. Assistive listening systems work by increasing the loudness of sounds, minimizing background noise, reducing the effect of distance, and overriding poor acoustics. There are four major kinds of assistive listening systems on the market today: FM, Infrared, Audio Induction Loop, and hard-wired. All systems can be integrated with existing PA systems.

Common Errors Include: Lack of assistive listening devices; Wheelchair seating locations that are not dispersed; Wheelchair spaces that are difficult to maneuver into; Wheelchair seating that obstructs the main aisle or access to seating for other spectators; Wheelchair seating locations without shoulder alignment with the companion seats, which particularly occurs when pews are located against the back wall.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
U-1		What is the total number of fixed spectator seating capacity? (Indicate number in actual column. For bench seating, estimate approximately 20" per seat.)	<a href="#">FACBC 11-4.1.3(19)(a)</a>						
U-2		What is the total number of accessible spectator seating? (Indicate number in actual column.)	<a href="#">FACBC 11-4.1.3(19)(a)</a>						
U-3		Using the chart below, is the required number of accessible spectator seating spaces provided?	<a href="#">FACBC 11-4.1.3(19)(a)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
U-4		If there are more than 300 spectator seats, are the wheelchair locations dispersed in more than one location?	<a href="#">ADAAG 4.33.3</a>						
U-5		Are all the wheelchair seating locations adjacent to the accessible route?	<a href="#">ADAAG 4.33.3</a>						
U-6		Are all the wheelchair seating areas located on a level surface?	<a href="#">ADAAG 4.33.4</a>						
U-7		If armrests are provided on seats, do at least 1% have folding or retracting armrests?	<a href="#">ADAAG 4.1.3(19)(a)</a>						
U-8		Is each wheelchair spectator seating location at least 33" X 48" for front approach, or 33" X 60" for side approach? See Figure 46.	<a href="#">ADAAG 4.33.2</a>						
U-9		If the room (1) accommodates at least 50 persons <b>OR</b> has an audio-amplification system <b>AND</b> (2) has fixed seating, does it have a permanently installed assistive listening system?	<a href="#">ADAAG 4.1.3(19)(b)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
U-10		If the room does not meet the criteria in question U-9, does the room include either a permanently installed assistive listening system or an adequate number of electrical outlets or other supplementary wiring necessary to support a portable assistive listening system?	<a href="#">ADAAG 4.1.3(19)(b)</a>						
U-11		How many receivers are available for this room? (The minimum number of receivers to be provided shall be equal to 4% of the total number of seats, but in no case less than two.)	<a href="#">ADAAG 4.1.3(19)(b)</a>						
U-12		Does the assistive listening system serve all elements in all areas of the room?	<a href="#">ADAAG 4.33.7</a>						
U-13		Is there signage installed in the building to notify users of the availability of a listening system?	<a href="#">ADAAG 4.1.3(19)(b)</a>						
U-14		Has your company tested the assistive listening system within the last 90 days to determine it is in proper working order?	<a href="#">ADAAG 4.33.7</a>						
U-15		Informational Item Only – No Response Required: Handrails are not required adjacent to seating in assembly areas.	<a href="#">ADAAG 4.8.5</a>						

<u>Capacity of Seating in Assembly Areas</u>	<u>Number of Required Wheelchair Locations</u>
1 to 25	1
26 to 50	2
51 to 100	4

For all remaining fixed seats, there shall be not less than one such accessible and usable space for each 100 fixed seats or fraction thereof.

FACBC 11-4.1.3(19)

4.1.3(19)(a)

In places of assembly with fixed seating accessible wheelchair locations shall comply with 4.33.2, 4.33.3, and 4.33.4 and shall be provided consistent with the following table:

<u>Capacity of Seating in Assembly Areas</u>	<u>Number of Required Wheelchair Locations</u>
4 to 25	1
26 to 50	2
51 to 300	4
3014 to 500	6
over 500	6, plus 1 additional space for each total seating capacity increase of 100

In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrests on the aisle side, or removable or folding armrests on the aisle side. Each such seat shall be identified by a sign or marker. Signage notifying patrons of the availability of such seats shall be posted at the ticket office. Aisle seats are not required to comply with 4.33.4.

## Building Accessibility Evaluation Survey Report – FORM V: MEETING ROOM FURNISHINGS

**Court:** \_\_\_\_\_

**Team Members Completing This Section:** \_\_\_\_\_

**Name of Facility:** \_\_\_\_\_

**Street, City, County:** \_\_\_\_\_

**Date of Survey:** \_\_\_\_\_

**Meeting room Furnishings:** Conference tables, lecterns, and other common items in the room may be fixed or non-fixed. Fixed items must be accessible, and it is recommended that non-fixed be accessible as well. Adjustable tables provide for comfortable use by both people with and without disabilities. All users should be able to use the moveable lectern in the same manner; accessible prefabricated lecterns with adjustable height and work surface are available on the market and are a good solution. Audio/visual carts should be designed so that all user controls are within the accessible reach range.

Common Errors Include: Aprons around the bottom of conference tables often prevent a person using a wheelchair from pulling under the table; Standard lecterns are too high for people who use wheelchairs or people of short stature; Lighting provided at lecterns is typically inadequate for someone with a vision disability to be able to adequately see his/her paperwork.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
V-1		Is there an accessible path of travel to the conference tables, lectern, audio/visual cart, and other room furnishings?	<a href="#">ADAAG 4.2.4</a>						
V-2		Is the lectern work surface accessible? (The top of the table or work surface shall be no higher than 34" above the floor, provide no less than 27" of knee clearance, be no less than 19" deep, and the clearance shall be no less than 30" wide.)	<a href="#">ADAAG 4.32.4 and 4.32.3</a>						
V-3		If an adjustable lectern is present, are the controls within the applicable reach range requirements? (Maximum 48" high for a forward approach or 54" high for a side approach.)	<a href="#">ADAAG 4.2.5 and 4.2.6</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
V-4		If an adjustable lectern is present, are the controls and operating mechanisms operable with a closed fist? (No tight grasping, tight pinching, or twisting of the wrist to operate.)	<a href="#">ADAAG 4.27.4</a>						
V-5		Are the conference table work surfaces accessible? (The top of the table or work surface shall be no higher than 34" above the floor, provide no less than 27" of knee clearance, be no less than 19" deep, and the clearance shall be no less than 30" wide.)	<a href="#">ADAAG 4.32.4</a> and <a href="#">4.32.3</a>						
V-6		If an adjustable conference table is present, are the controls within the applicable reach range requirements? (Maximum 48" high for a forward approach or 54" high for a side approach.)	<a href="#">ADAAG 4.2.5</a> and <a href="#">4.2.6</a>						
V-7		If an adjustable conference table is present, are the controls and operating mechanisms operable with a closed fist? (No tight grasping, tight pinching, or twisting of the wrist to operate.)	<a href="#">ADAAG 4.27.4</a>						

## Building Accessibility Evaluation Survey Report – FORM W: PRIVATE OFFICES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

\_\_\_\_\_

Street, City, County: \_\_\_\_\_

\_\_\_\_\_

Date of Survey: \_\_\_\_\_

\_\_\_\_\_

**Private Office:** This survey is designed to evaluate the accessibility of those portions of a private office that are used by customers, visitors, and other members of the public. A person with a mobility disability must be able to circulate throughout public use areas within the office, as well as approach, enter, maneuver within, and exit from each public use area. Placement of heavy or permanent furniture should allow accessibility for employees and other people who may participate in events in the office.

Common Errors Include: Door size and location do not accommodate access; An accessible route is not available throughout the office area due to either room layouts or heavy furniture/equipment placement.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
W-1		Is the office connected to an accessible route?	<a href="#">ADAAG 4.3.2</a>						
W-2		Is there an accessible path of travel within the office?	<a href="#">ADAAG 4.3.2</a>						
W-3		If a table or other work surface is provided, is it accessible? (The top of the table or work surface shall be no higher than 34" above the floor, provide no less than 27" of knee clearance, be no less than 19" deep, and the clearance shall be no less than 30" wide.)	<a href="#">ADAAG 4.32.3 and 4.32.4</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
W-4		Evaluate the public restroom closest to the private office using Form R: Toilet Rooms.							
W-5		If there are telephones available in the office for use by customers, visitors, or the public, are there phones available with volume adjustments and TDDs/TTYs?	<a href="#">ADAAG 4.31</a>						
W-6		Is there a portable assistive listening system available for use in the office, when necessary? (An adequate number of electrical outlets or other supplementary wiring necessary to support a portable assistive listening system shall be provided. The minimum number of receivers to be provided shall be equal to 4% of the total number of seats, but in no case less than 2. Signage shall be installed to notify public users of the availability of a listening system.)	<a href="#">ADAAG 4.1.3(19)(b)</a>						
W-7		Has your company tested the assistive listening system for the private office within the last 90 days to determine it is in proper working order?	<a href="#">ADAAG 4.33.7</a>						

## Building Accessibility Evaluation Survey Report – FORM X: SALES/SERVICE COUNTERS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Service Counters:** The design of all areas used for transactions with the public are required to be accessible. Service counters must be accessible. Lowered heights provide accessibility to business for a person in a wheelchair. Where counters or service windows have security glazing to separate staff from the public, a method to facilitate voice communication should be provided. Where handsets are provided, they must have a volume control.

Common Errors Include: Counters that extend more than 4 inches from the wall surface, mounted above 27 inches from the floor, thus becoming protruding objects; Counters at heights that obstruct accessibility by being too high, too low, or not allowing for interaction between the customer and office personnel.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
X-1		Is the sales/service counter connected to an accessible route?	<a href="#">ADAAG 4.2.4</a>						
X-2		If the sales/service counter is provided for the distribution of information or business transactions, is it at no higher than 36" above floor for a width of no less than 36"?	<a href="#">ADAAG 7.2</a>						
X-3		If it is technically infeasible to provide an integrated accessible counter pursuant to item X-2 above, is there an auxiliary counter that is accessible?	<a href="#">ADAAG 7.2</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
X-4		If an auxiliary counter is provided, is it in close proximity to the main counter?	<a href="#">ADAAG 7.2</a>						
X-5		If a service counter is used for completing forms, is it accessible to persons who use wheelchairs? (The top of the work surface shall be no higher than 34" above the floor, provide no less than 27" of knee clearance, be no less than 19" deep, and the clearance shall be no less than 30" wide.)	<a href="#">ADAAG 4.32.4</a> and <a href="#">4.32.3</a>						

## Building Accessibility Evaluation Survey Report – FORM Y: MEETING SPACES

**Building:** \_\_\_\_\_

**Team Members Completing This Section:** \_\_\_\_\_

**Name of Building:** \_\_\_\_\_

**Street, City, County:** \_\_\_\_\_

**Date of Survey:** \_\_\_\_\_

**Meeting Spaces:** Lounges, conference, meeting, and waiting rooms should be accessible. A room or space that is intended to be occupied at different times for different purposes must comply with all of the requirements that are applicable to each of the purposes for which the room or space will be occupied. Work surfaces in these spaces must meet the requirements for accessibility. There must be an accessible path of travel within the room and to all other areas used by attendees.

Common Errors Include: An accessible route is not available throughout the meeting space due to either room layouts or heavy furniture/equipment placement.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
Y-1		Is the meeting space connected to an accessible route?	<a href="#">ADAAG 4.3.2</a>						
Y-2		Is there an accessible path of travel within the meeting space?	<a href="#">ADAAG 4.3.2</a>						
Y-3		If a table or other work surface is provided, is it accessible? (The top of the table or work surface shall be no higher than 34" above the floor, provide no less than 27" of knee clearance, be no less than 19" deep, and the clearance shall be no less than 30" wide.)	<a href="#">ADAAG 4.32.3 and 4.32.4</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
Y-4		Evaluate the public restroom closest to the meeting room using Form R: Toilet Rooms.							
Y-5		If the building has a fire alarm system, is there a visual alarm signal appliance located within the meeting room? (Fire or emergency alarm.)							
Y-6		If there are telephones available in the meeting room for use by participants or the public, are there phones available with volume adjustments and TDDs/TTYs?	<a href="#">ADAAG 4.31</a>						
Y-7		Is there a portable assistive listening system available for use in the meeting room, when necessary? (An adequate number of electrical outlets or other supplementary wiring necessary to support a portable assistive listening system shall be provided. The minimum number of receivers to be provided shall be equal to 4% of the total number of seats, but in no case less than 2. Signage shall be installed to notify users of the availability of a listening system.)	<a href="#">ADAAG 4.1.3(19)(b)</a>						
Y-8		Has your company tested the assistive listening system for the meeting space within the last 90 days to determine it is in proper working order?	<a href="#">ADAAG 4.33.7</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
Y-9		<p>If there is a kitchen area in the meeting room with a lavatory/sink, is the lavatory/sink:</p> <ul style="list-style-type: none"> <li>▪ No higher than 34" above the floor to the rim or counter;</li> <li>▪ No less than 27" above the floor to the bottom of the apron of the lavatory/sink/ counter;</li> <li>▪ Knee and toe clearances complying with Figure 31.</li> </ul>	<a href="#">ADAAG 4.24.2</a> <a href="#">4.24.3</a>						
Y-10		<p>If there is a kitchen area in the meeting room with a lavatory/sink, are the hot water and drain pipes configured to protect against contact (there shall be no sharp or abrasive surfaces)?</p>	<a href="#">ADAAG 4.24.6</a>						
Y-11		<p>If there is a kitchen area in the meeting room with a lavatory/sink, are the controls operable with a closed fist?</p>	<a href="#">ADAAG 4.24.7</a>						

## Building Accessibility Evaluation Survey Report – FORM Z: LIBRARIES/MEDIA AREAS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Libraries:** This survey is limited to libraries that are available for use by the public. Public areas of libraries should be accessible, including reading and study areas, stacks, reference rooms, and reserve areas. Any rare book collections or historic exhibits should be located where they can be seen by a seated person.

Common Errors Include: Lack of an accessible route throughout the public areas of the library.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
Z-1		If the library is available for use by the public, is it connected to an accessible route?	<a href="#">ADAAG 4.3.2</a>						
Z-2		If the library is available for use by the public, is there an accessible path of travel within the public spaces of the library?	<a href="#">ADAAG 4.3.2</a>						
Z-3		If a study area, reading carrel, or other work surface is provided in the public area of the library, is it accessible? (The top of the table or work surface shall be no higher than 34" above the floor, provide no less than 27" of knee clearance, be no less than 19" deep, and the clearance shall be no less than 30" wide.)	<a href="#">ADAAG 4.32.3 and 4.32.4</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
Z-4		Evaluate the public restroom closest to the library using Form R: Toilet Rooms.							
Z-5		Evaluate the check-out counter in the library using Form X: Service Counters.							
Z-6		Is the clear aisle width between stacks at least 36" (a minimum clear aisle width of 42" is preferred where possible)? See Figure 56. (Shelf height in stack areas is unrestricted.)	<a href="#">ADAAG 8.5 Figure 56</a>						
Z-7		At the end of the stacks is there a turnaround area in compliance with figure 7? See figure 7 requirements.	<a href="#">ADAAG 4.3.3 Figure 7</a>						
Z-8		Are any historic or other special exhibits that are displayed horizontally (e.g., open books) no higher than 44 inches above the floor surface?	<a href="#">ADAAG 4.1.7(3)(e)</a>						

## Building Accessibility Evaluation Survey Report – FORM AA: PUBLIC TELEPHONES

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Telephones:** If pay or other public telephones are provided in the building, then they must be accessible to members of the public with disabilities. The accessibility of telephones is provided through a clear floor space for the approach, mounting heights to address reach ranges, as well as the availability of text telephone devices (TTY's or TDD's) and volume control telephones.

Common Errors Include: Public telephone banks that do not provide a TTY or the ability to plug in a personal TTY[see section 4.1.3(17) for requirements]; Lack of signage to the accessible telephones.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
AA-1		If there are no public phones in the building, there is no need to complete this form.							
AA-2		If there are telephones available for use by members of the public (pay telephones or other public telephones), provide the total number of single units and banks of telephones provided on each floor. (Indicate number in actual column.)	<a href="#">ADAAG 4.1.3(17)(a)</a> and <a href="#">4.31</a>						
AA-3		Provide the total number of accessible telephones provided in the building. (Indicate number in actual column.) (To be accessible, the telephone must comply with items AA-4 through AA-10.)	<a href="#">ADAAG 4.1.3(17)(a)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
AA-4		Using the chart below, is the required number of accessible pay telephones provided?	<a href="#">ADAAG 4.1.3(17)(a)</a>						
AA-5		<p>Are the accessible public telephones accessible to people who use wheelchairs:</p> <ul style="list-style-type: none"> <li>▪ Have sufficient clear floor space (minimum of 30" X 48") and maneuvering clearances</li> <li>▪ Have additional maneuvering space if located in an alcove or are otherwise confined on all or part of three sides, per Figures 4(d) and 4(e)</li> <li>▪ The approach is not impeded if base fixtures, enclosures, or fixed seating is provided</li> <li>▪ The highest operable part of the phone is no more than 54" for a side approach or 48" for a forward approach</li> </ul>	<a href="#">ADAAG 4.31.2, 4.31.3, 4.2.4, 4.2.5, and 4.2.6</a>						
AA-6		If the public telephone projects from the wall with the leading edge between 27" and 80" above the finished floor, does it protrude no more than 4" into hallways, aisles, or other circulation areas?	<a href="#">ADAAG 4.31.4 and 4.4</a>						
AA-7		Are the accessible public telephones hearing aid compatible?	<a href="#">ADAAG 4.31.5(1) and 4.1</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
AA-8		Do the accessible public telephones have volume controls?	<a href="#">ADAAG 4.31.5(2)</a>						
AA-9		Do the accessible public telephones have push button controls?	<a href="#">ADAAG 4.31.6</a>						
AA-10		If telephone directories are provided, are they within the reach ranges of wheelchair users? (No more than 48" high and 15" deep for a forward approach; <b>OR</b> No more than 54" high and 9" deep for a side approach.)	<a href="#">ADAAG 4.31.7, 4.2.5, and 4.2.6</a>						
AA-11		Is the cord on the accessible public telephone at least 29" long?	<a href="#">ADAAG 4.31.8</a>						
AA-12		Are 25%, or at least one, of all other (not considered to be accessible) public telephones equipped with volume control?	<a href="#">ADAAG 4.1.3(17)(b)</a>						
AA-13		Are the public telephones that have volume control dispersed among the single units and banks of public phones throughout the building?	<a href="#">ADAAG 4.1.3(17)(b)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
AA-14		Are volume control telephones identified by a sign containing a depiction of a telephone handset with radiating sound waves?	<a href="#">ADAAG 4.30.7(2)</a> <a href="#">Figure 43</a>						
AA-15		If four or more public <u>pay</u> telephones (including both exterior and interior) are provided at a building, and at least one is in an interior location, is at least one interior public text telephone provided?	<a href="#">ADAAG 4.1.3(17)(c)(i)</a>						
AA-16		If a text telephone is used with a <u>pay</u> telephone, is it permanently affixed within, or adjacent to, the telephone enclosure?	<a href="#">ADAAG 4.1.3(17)(c)(i)</a> and 4.31.9(1)						
AA-17		If there is a bank of three or more public <u>pay</u> telephones in the interior of the building, is at least one public <u>pay</u> telephone in each bank equipped to accommodate a portable text telephone: <ul style="list-style-type: none"> <li>▪ Has a shelf</li> <li>▪ Has an electrical outlet within or adjacent to the phone enclosure</li> <li>▪ Telephone handset is capable of being placed flush on the surface of the shelf</li> <li>▪ The shelf is capable of accommodating a text telephone and has 6" minimum vertical clearance in the area where the text telephone is to be placed.</li> </ul>	<a href="#">ADAAG 4.1.3(17)(d)</a> and <a href="#">4.31.9(2)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
AA-18		If an acoustic coupler (an interface device that allows the use of a text telephone) is provided at a public pay telephone, is the telephone cord sufficiently long enough to allow connection of the text telephone and the telephone receiver?	<a href="#">ADAAG 4.31.9(1)</a>						
AA-19		Are text telephones identified by the international TDD symbol? See Figure 43(c).	<a href="#">ADAAG 4.30.7(3)</a>						

Number of Each Type of Telephone Provided  
On Each Floor

- 1 or more single unit
- 1 bank<sup>1</sup>
- 2 or more banks<sup>2</sup>

Number of Telephones Required to Comply with  
[4.31.2 through 4.31.8](#)

- 1 per floor
- 1 per floor
- 1 per bank. Accessible unit may be installed as a single unit in proximity (either visible or with signage) to the bank. At least one public telephone per floor shall meet the requirements for a forward reach telephone.<sup>3</sup>

ADAAG 4.1.3(17)(a)

<sup>1</sup> Additional public telephones may be installed at any height. Unless otherwise specified, accessible telephones may be either forward or side reach telephones.

<sup>2</sup> A bank consists of two or more adjacent public telephones, often installed as a unit.

<sup>3</sup> There is an exception for exterior installations only; see 4.1.3(17)(a).

## Building Accessibility Evaluation Survey Report – FORM BB: MISCELLANEOUS

Company: \_\_\_\_\_

Team Members Completing This Section: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Street, City, County: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

**Miscellaneous:** Dining areas, ATMs, and kiosks that serve customers, visitors, employees and other public should be accessible. This is a building survey, not a survey to determine the accessibility of electronic information technologies (section 508 standards), and the following questions therefore focus on elements within ADA Accessibility Guidelines and the Florida Accessibility Code for Building Construction.

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
BB-1		If there is an ATM available for use by the public, is it located on accessible route?	<a href="#">ADAAG 4.34.1</a>						
BB-2		If there is an ATM available for use by the public, is it accessible? (To be accessible, the ATM must meet the requirements in II-3.) Note: If there are two or more machines at a location, then only one must be accessible.	<a href="#">ADAAG 4.1.3(20)</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
BB-3		<p>Does the accessible ATM:</p> <ul style="list-style-type: none"> <li>▪ Have sufficient clear floor space (minimum of 30" X 48") and maneuvering clearances for usability by persons in a wheelchair</li> <li>▪ Have additional maneuvering space if located in an alcove or are otherwise confined on all or part of three sides, per Figures 4(d) and 4(e)</li> <li>▪ For a forward approach, the highest operable part of the machine is 48"</li> <li>▪ For a side approach, the maximum height is 54" with a reach depth of not more than 10" (if only a side approach is possible and the reach depth is more than 10"; see ADAAG 4.34.3(2)(b) for the maximum reach range height)</li> <li>▪ Have controls that are operable with a closed fist</li> <li>▪ Have instructions and information for use that are accessible to and independently usable by persons with vision disabilities. Note: Is there a plug-in jack for a headphone?</li> </ul>	<a href="#">ADAAG 4.34.1</a> , <a href="#">4.34.2</a> , <a href="#">4.34.3</a> , <a href="#">4.34.4</a> , and <a href="#">4.34.5</a>						
<b>KIOSKS</b>									
BB-4		If there is a kiosk available for use by the public, is it located on an accessible route?	<a href="#">ADAAG 4.3</a>						

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)	
					Yes	No	N/A			
BB-5		<p>If there is a kiosk available for use by the public, does it:</p> <ul style="list-style-type: none"> <li>▪ Have sufficient clear floor space (minimum of 30" X 48") and maneuvering clearances for usability by persons in a wheelchair</li> <li>▪ Have additional maneuvering space if located in an alcove or are otherwise confined on all or part of three sides, per Figures 4(d) and 4(e)</li> <li>▪ Have operating controls no higher than 48" above the floor for a forward approach and no higher than 54" above the floor for a side approach</li> <li>▪ Have controls that are operable with a closed fist</li> </ul>	<a href="#">ADAAG 4.2</a>							
<b>DINING AREAS</b>										
BB-6		If there are lunch rooms, cafeterias, or other dining areas available for use by the public, are they located on an accessible route?	<a href="#">ADAAG 4.3.2</a>							
BB-7		Is there an accessible path of travel within the dining area? (Accessible fixed tables shall be accessible by means of an aisle at least 36" wide.)	<a href="#">ADAAG 4.3.2</a> and <a href="#">5.3</a>							
BB-8		If fixed or built-in tables or counters are provided, is at least 5% accessible? (The top of the table shall be no higher than 34" above the floor, provide no less than 27" of knee clearance, be no less than 19" deep, and the clearance shall be no less than 30" wide.)	<a href="#">ADAAG 4.32.3</a> <a href="#">4.32.4</a> and <a href="#">5.1</a>							
BB-9		If food or drink is served at a counter exceeding 34" in height for customers seated on stools or standing, is a portion of the main counter between 28" and 34" above the floor for length no less than 60"? Or is there an accessible table provided at this area?	<a href="#">ADAAG 4.32</a> and <a href="#">5.2</a>							

Item	Location of Area Being Surveyed	Area of Review	Code Reference Section	Actual Dimensions (Measurement)	Meets Guidelines (check one)			Comments	Photos (Ref. #)
					Yes	No	N/A		
BB-10		If there is a food service line, does it have a minimum clear width of 36" (preferred clear width is 42") to allow passage around by a person using a wheelchair?	<a href="#">ADAAG 5.5</a>						
BB-11		If there is a tray slide, is it mounted no higher than 34" above the floor?	<a href="#">ADAAG 5.5</a>						
BB-12		<p>If self-service shelves and dispensing devices for tableware, dishware, condiments, food, and beverages are provided:</p> <ul style="list-style-type: none"> <li>▪ Is there sufficient clear floor space (minimum of 30" X 48") and maneuvering clearances for usability by persons in a wheelchair</li> <li>▪ If the shelf or device is located in an alcove or otherwise confined on all or part of three side, is there additional maneuvering space, per Figures 4(d) and 4(e)</li> <li>▪ Are items located no higher than 48" above the floor for a forward approach and no higher than 54" above the floor for a side approach</li> <li>▪ Are any controls operable with a closed fist</li> </ul>	<a href="#">ADAAG 4.2</a> and <a href="#">5.6</a>						
BB-13		Note: In new construction, all dining areas, including raised or sunken dining areas, loggias, and outdoor seating areas, shall be accessible. In alterations, accessibility to raised or sunken dining areas, or to all parts of outdoor seating areas is not required provided that the same services and décor are provided in an accessible space usable by the general public and are not restricted to use by people with disabilities.	<a href="#">ADAAG 5.4</a> And <a href="#">FACBC 11-5.4</a>						