



**UTAH STATE OFFICE OF REHABILITATION
FACILITIES PACKET**

Contents of Packet

1. Facilities Application
2. Vendor Information Form
3. Accessibility Assurance Form
4. Civil Rights Certificate
5. A brief description of some laws affecting programs used by USOR.
6. USOR Standards

Instructions for completing Facilities Packet. These instructions refer to the numbered items above.

1. Read, fill out completely and sign- return to Rehabilitation
2. Read, fill out completely and sign - return to Rehabilitation
3. Read, check appropriate boxes and sign - return to Rehabilitation
4. Read and sign - return to Rehabilitation
5. Read - keep for reference
6. Read - keep for reference

Complete the application and sign the assurances and other documents. Include copies of your admission criteria and fee schedule. Return all these items to:

**Jeff Pitts - Facilities Specialist
Utah State Office of Rehabilitation
1595 W 500 S
Salt Lake City, UT 84104
jeffpitts@utah.gov**

If you have questions or would like further explanation of any of the form or the application process, please contact Mr. Pitts by mail at the above address, email to (jeffpitts@utah.gov) or call him at (801)887-9504 or cell (801)386-1351.

**UTAH STATE OFFICE OF REHABILITATION
250 EAST 500 SOUTH
SALT LAKE CITY, UTAH 84111**

FACILITY APPLICATION

Name of Facility:

Contact Person:

Address:

Corporate Address:

Phone:

Email Address:

Type of Facility:

Check the types of services your facility offers:

_____ Assessment-type: _____

_____ Education-type: _____

_____ Vocational training (skill)type: _____

_____ Work evaluation

_____ Work adjustment

_____ Work activity

_____ Vocational counseling

_____ Job placement

_____ Long-term sheltered employment

_____ Other: _____

Type of Ownership:

Individually Owned _____ Partnership _____ Corporate _____

For Profit _____ Non-Profit _____

Length of time program/facility has been in operation. _____ years
(must have been in business and providing the training or service for at least **one** year)

Yes No

Does the facility have a municipal business license? — —

Is there a legal action pending against this facility?
If yes, please explain in a separate attachment. — —

Has the facility been enjoined for violations of any
state or federal laws?
If yes, please explain in a separate attachment. — —

Is the financial operation of the facility audited
annually by an independent accountant? — —

Have provisions been made for proper fire, public
liability worker's compensation and professional
liability insurance? — —

A written statement of your criteria for admission is enclosed.

Fee information on each program and/or service is enclosed.

Is the facility registered under the "Utah Post Secondary
School Act"? — —
If "no" please explain in a separate attachment.

List the names of the facility's administrative staff:

If the facility has a governing body, please list the names of all members:



GOVERNING BODY MEMBERS

Please list all staff members and include their appropriate credentials for their positions.

STAFF MEMBER

CREDENTIALS

I certify that the information contained herein is complete and accurate to the best of my knowledge, and is furnished for the purpose of obtaining USOR approval to offer services in the State of Utah, and in conformity with the standards set forth by USOR.

Should circumstances result in any modifications of the content, I will advise the USOR. I understand that failure to abide by the rules may result in a further review of services that are provided.

Date

Signature of Chief Executive Officer

UTAH STATE OFFICE OF REHABILITATION

1595 W 500 S/ Salt Lake City, Utah 84104 / (801)887-9504

FAX (801) 974-5477

Sarah Brenna., Executive Director

VENDOR INFORMATION FORM

Check one

Name change	_____	1-Corporation
		2-Medical Provider (all types)
Number change	_____	3-Proprietorship/individual
		4-Partnership
New	_____	5-Government-Exempt

We are required by Federal law to report to the Internal Revenue Service any payments made during each year. For this reason, we must be furnished with your Federal Tax Identification Number. This will either be an employer identification number or a social security number and will ensure remittance of our payment to you.

If you do not have a number or do not know your number, you may obtain an application for a number from any local office of the Department of Finance.

Please fill in the form below and return it to the address above.

1. Enter the Federal Tax I.D.
Number in this box (9 digit number)

2. Please print or type:

a. The exact name of record for this
Federal Tax I.D. Number

b. The mailing address

3. Person in charge (print or type)

Signature of Vendor

MUST be completed by the Vendor.

ACCESSIBILITY ASSURANCE

Federal Law Rules and Regulations (PL 84-142. 34c FR 361.45) states:

A state unit must assure that any Rehabilitation Facility to be utilized in the provision of vocational rehabilitation services must comply with the requirements of the Architectural Barriers Act of 1968, and the Americans with Disabilities Act architectural guidelines for making buildings and facilities accessible to and usable by the physically handicapped.

Yes _____ No _____ The facility is accessible to individuals with disabilities.

If necessary will you provide your service in an alternative way to ensure that your services are accessible to person with disabilities. Yes _____ No _____

Americans with Disabilities Act (ADA), Regulation 36.303 Auxiliary Aids and Services states:

A public accommodation shall take those steps that may be necessary to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids and services, unless the public accommodation can demonstrate that taking those steps would fundamentally alter the nature of the goods, services, facilities, privileges, advantages, or accommodations being offered or would result in an undue burden, i.e., significant difficulty or expense.

Yes _____ No _____ The facility is willing to take the necessary steps to provide auxiliary aids and services in order to ensure that no individual with a disability is excluded, denied services, or segregated unless the facility can demonstrate that provision of these aids and assistance would fundamentally alter the nature of services or result in undue burden.

_____Date

Authorized Official

Name of Applicant

Street Address

City, State, Zip

CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND THE AGE DISCRIMINATION ACT OF 1975.

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loan contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to education programs or activities from the Department of Education.

The applicant assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1981 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The applicant agrees that compliance with this Assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to its students or employees in connection with its education programs or activities are not discriminating in violation of the above statutes, regulations, guidelines, and standards against those students or employees. In the event of failure to comply the applicant understands that assistance can be terminated and the applicant may at its discretion seek a court order requiring compliance with the terms of the Assurance or seek other appropriate judicial relief.

The person or persons whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the applicant to the above provision.

Date

Authorized Official(s)

Name of Applicant or Recipient

Street Address

City, State, Zip Code

This is a brief explanation of the Americans with Disabilities Act, Title V of the Rehabilitation Act and the Architectural Barrier Act which may apply to the program or services that you provide to clients of the Utah State Office of Rehabilitation.

Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

ADA Title I: Employment

Title I requires employers with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others.

ADA Title II: State and Local Government Activities

Title II covers all activities of State and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings).

ADA Title II: Public Transportation

The transportation provisions of title II cover public transportation services, such as city buses and public rail transit (e.g. subways, commuter rails, Amtrak).

ADA Title III: Public Accommodations

Title III covers businesses and nonprofit service providers that are public accommodations, privately operated entities offering certain types of courses and examinations, privately operated transportation, and commercial facilities. Public accommodations are private entities who own, lease, lease to, or operate facilities such as restaurants, retail stores, hotels, movie theaters, private schools, convention centers, doctors' offices, homeless shelters, transportation depots, zoos, funeral homes, day care centers, and recreation facilities including sports stadiums and fitness clubs. Transportation services provided by private entities are also covered by title III.

Public accommodations must comply with basic nondiscrimination requirements that prohibit exclusion, segregation, and unequal treatment. They also must comply with specific requirements related to architectural standards for new and altered buildings; reasonable modifications to policies, practices, and procedures; effective communication with people with hearing, vision, or speech disabilities; and other access requirements. Additionally, public accommodations must remove barriers in existing buildings where it is easy to do so without much difficulty or expense, given the public accommodation's resources.

Courses and examinations related to professional, educational, or trade-related applications, licensing, certifications, or credentialing must be provided in a place and manner accessible to people with disabilities, or alternative accessible arrangements must be offered.

Commercial facilities, such as factories and warehouses, must comply with the ADA's

architectural standards for new construction and alterations.

Complaints of title III violations may be filed with the Department of Justice. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department is authorized to bring a lawsuit where there is a pattern or practice of discrimination in violation of title III, or where an act of discrimination raises an issue of general public importance. Title III may also be enforced through private lawsuits. It is not necessary to file a complaint with the Department of Justice (or any Federal agency), or to receive a "right-to-sue" letter, before going to court. For more information, contact:

Disability Rights Section
Civil Rights Division
U.S. Department of Justice
P.O. Box 66738
Washington, D.C. 20035-6738

You may also call for information at: (800) 514-0301 (voice)
(800) 514-0383 (TDD)

ADA Title IV: Telecommunications

Title IV addresses telephone and television access for people with hearing and speech disabilities. It requires common carriers (telephone companies) to establish interstate and intrastate telecommunications relay services (TRS) 24 hours a day, 7 days a week.

Rehabilitation Act

The Rehabilitation Act prohibits discrimination on the basis of disability in programs conducted by Federal agencies, in programs receiving Federal financial assistance, in Federal employment, and in the employment practices of Federal contractors. The standards for determining employment discrimination under the Rehabilitation Act are the same as those used in title I of the Americans with Disabilities Act.

Section 501

Section 501 requires affirmative action and nondiscrimination in employment by Federal agencies of the executive branch. To obtain more information or to file a complaint, employees should contact their agency's Equal Employment Opportunity Office.

Section 503

Section 503 requires affirmative action and prohibits employment discrimination by Federal government contractors and subcontractors with contracts of more than \$10,000.

Section 504

Section 504 states that "no qualified individual with a disability in the United States shall be

excluded from, denied the benefits of, or be subjected to discrimination under” any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

Each Federal agency has its own set of section 504 regulations that apply to its own programs. Agencies that provide Federal financial assistance also have section 504 regulations covering entities that receive Federal aid. Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations. Each agency is responsible for enforcing its own regulations. Section 504 may also be enforced through private lawsuits. It is not necessary to file a complaint with a Federal agency or to receive a “right-to-sue” letter before going to court.

For information on 504, contact:

Disability Rights Section
Civil Rights Division
U.S. Department of Justice
P.O. Box 66738
Washington, D.C. 20035-6738
(800) 514-0301 (voice)
(800) 514-0383 (TDD)

Architectural Barriers Act

The Architectural Barriers Act (ABA) requires that buildings and facilities that are designed, constructed, or altered with Federal funds, or leased by a Federal agency, comply with Federal standards for physical accessibility. ABA requirements are limited to architectural standards in new and altered buildings and in newly leased facilities. They do not address the activities conducted in those buildings and facilities. Facilities of the U.S. Postal Service are covered by the ABA. For more information, contact:

The U.S. Architectural and Transportation
Barriers Compliance Board
1331 F Street, N.W. (Suite 1000)
Washington, D.C. 20004-1111
(800) 872-2253 (voice)
(800) 993-2822 (TDD)

Standards

The following are the USOR general standards for private training providers:

Private training providers which provide on-site services shall comply with the guidelines for accessibility in the Architectural Barriers Act of 1968, the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973.

Private training providers shall use qualified personnel who possess applicable and necessary qualifications in the field in which they provide services. They shall be registered under the Utah Post-Secondary Schools Act administered by the Utah Division of Consumer Protection unless deemed "exempt" by the same agency. They shall also be free of excessive complaint to the Utah Better Business Bureau and State Consumers Affairs Department.

Private training providers shall make their programs accessible to people with disabilities and, to the fullest extent possible, pursue a policy of integration and inclusion for persons with disabilities.

4. Private training providers shall have adequate and appropriate policies and procedures to prevent fraud, waste and abuse.
5. Private training providers which provide on-site services shall comply with state and local health and safety standards.
6. Where appropriate, private training providers shall utilize testing and screening procedures to ensure the appropriateness of the client for the providers training program.
7. Private training providers shall maintain strict confidentiality of all information concerning clients, and shall release such information only to USOR or with prior, informed consent of clients.
8. Private training providers shall have all appropriate licenses and certificates.
9. Private training providers shall submit timely client progress reports to appropriate USOR staff.
10. Private training providers shall make available records to designated USOR staff to evaluate the effectiveness of services, adherence to USOR standards, resulting rates of employment and other employment outcome related factors.
11. Private training providers shall demonstrate 80% successful completion rates, including certification.

12. Private training providers shall demonstrate 80% successful employment rate in employment considered related to the area of training.
13. Private Training Providers shall have a process to provide all whom they interact with an environment that is free from unlawful harassment based on race, religion, national origin, color, sex, age, disability or other protected anti-discrimination statutes. Within this process shall exist a pathway whereby an individual may grieve alleged discrimination, harassment and/or unfair practices.
14. Private training providers shall develop and implement a comprehensive Sexual Harassment Policy which will address the following issues:
 - a. Procedures to adequately screen staff in regards to potential for past sexual harassment and/or assault type behavior which will include, but not limited to, a Background Criminal Investigation (BCI).
 - b. A comprehensive plan to train staff in sexual harassment including, but not limited to what constitutes sexual harassment, types of sexual harassment, when to report sexual harassment and how to report sexual harassment. The plan should also demonstrate the facility commitment to ongoing training.
 - c. Procedures on how the facility will educate and inform clientele on sexual harassment and the report procedure for clientele.
 - d. Procedures on how the facility will investigate sexual harassment and the policy regarding consequences for sexual harassment behavior.
 - e. Procedure that USOR may report sexual harassment to the facility including the name of the facility personnel handling sexual harassment reports.
 - f. Procedures to communicate the disposition of the sexual harassment complaint to USOR.

Private Training Providers shall be monitored on a random basis to determine the effectiveness of training program and to evaluate adherence to these standards.

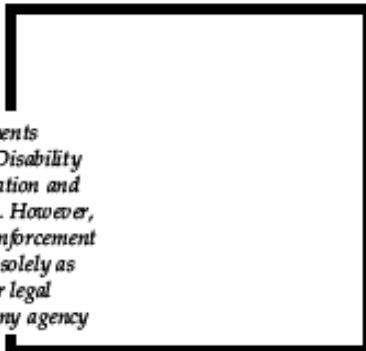
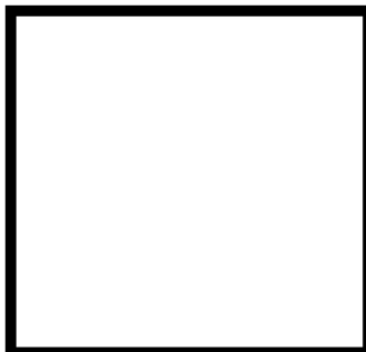
Checklist for Existing Facilities version 2.1



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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Barrier Free Environments, Inc.

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The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

Checklist for Existing Facilities version 2.1

Introduction

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of existing facilities when their removal is readily achievable—in other words, easily accomplished and able to be carried out without much difficulty or expense. Public accommodations that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.

What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is not for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does not cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are structural in nature.

Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible approach and entrance
- Priority 2: Access to goods and services
- Priority 3: Access to rest rooms
- Priority 4: Any other measures necessary

Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.

How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. *Be sure to record all dimensions!* As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are alternative methods for providing access that are readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

QUESTIONS

POSSIBLE SOLUTIONS

Priority

1 Accessible Approach/Entrance

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

Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

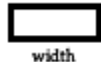
Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

PRIORITY Is the route at least 36 inches wide?


 width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

PRIORITY Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?


 distance from wall/
 height

In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

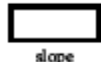
- Move or remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

Ramps (ADAAG 4.8)

PRIORITY Are the slopes of ramps no greater than 1:12?


 slope

Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

QUESTIONS **POSSIBLE SOLUTIONS**

Ramps, continued

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

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

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

Are ramps non-slip? Yes No

PROPERTY Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks? Yes No
 length

PROPERTY Does the ramp rise no more than 30 inches between landings? Yes No
 rise

- Add railings.
- Adjust height of railing if not between 30 and 38 inches.
- Secure handrails in fixtures.
- Relocate the railings.
- Widen the ramp.
- Add non-slip surface material.
- Remodel or relocate ramp.
- Remodel or relocate ramp.

PROPERTY **Parking and Drop-Off Areas (ADAAG 4.6)**
 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):



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

Note widths of existing accessible spaces:

PROPERTY Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans? Yes No
 width / vertical clearance

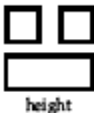

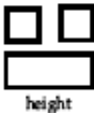
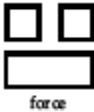

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

- Reconfigure a reasonable number of spaces by repainting stripes.
- Reconfigure to provide van-accessible space(s).

QUESTIONS		POSSIBLE SOLUTIONS
<p>Parking and Drop-Off Areas, continued</p> <p>Are the access aisles part of the accessible route to the accessible entrance?</p> <p>Are the accessible spaces closest to the accessible entrance?</p> <p>Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?</p> <p>Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?</p>		<p><input type="checkbox"/> Add curb ramps.</p> <p><input type="checkbox"/> Reconstruct sidewalk.</p> <p><input type="checkbox"/> Reconfigure spaces.</p> <p><input type="checkbox"/> Add signs, placed so that they are not obstructed by cars.</p> <p><input type="checkbox"/> Implement a policy to check periodically for violators and report them to the proper authorities.</p>
<p>Entrance (ADAAG 4.13, 4.14, 4.5)</p> <p>If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?</p> <p>Do not use a service entrance as the accessible entrance unless there is no other option.</p> <p>Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?</p> <p>Can the alternate accessible entrance be used independently?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p>	
<p>PR171 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?</p> <p>PR172 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?</p> <p>A person using a wheelchair or crutches needs this space to get close enough to open the door.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p> clear opening</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p> clear space</p>	
<p><input type="checkbox"/> If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.</p> <p><input type="checkbox"/> Install signs before inaccessible entrances so that people do not have to retrace the approach.</p> <p><input type="checkbox"/> Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.</p> <p><input type="checkbox"/> Widen the door to 32 inches clear.</p> <p><input type="checkbox"/> If technically infeasible, widen to 31-3/8 inches minimum.</p> <p><input type="checkbox"/> Install offset (swing-clear) hinges.</p> <p><input type="checkbox"/> Remove or relocate furnishings, partitions, or other obstructions.</p> <p><input type="checkbox"/> Move door.</p> <p><input type="checkbox"/> Add power-assisted or automatic door opener.</p>		

QUESTIONS

POSSIBLE SOLUTIONS

	Yes	No	
<p>PROVIDE Entrance, continued</p> <p>Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> If there is a single step with a rise of 6 inches or less, add a short ramp. <input type="checkbox"/> If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
			
<p>PROVIDE If provided, are carpeting or mats a maximum of 1/2-inch high?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace or remove mats.
			
<p>Are edges securely installed to minimize tripping hazards?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Secure carpeting or mats at edges.
<p>PROVIDE Is the door handle no higher than 48 inches and operable with a closed fist?</p> <p>The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
			
<p>PROVIDE Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?</p> <p>You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust the door closers and oil the hinges. <input type="checkbox"/> Install power-assisted or automatic door openers. <input type="checkbox"/> Install lighter doors.
			
<p>PROVIDE If the door has a closer, does it take at least 3 seconds to close?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust door closer.
			

QUESTIONS

POSSIBLE SOLUTIONS

Priority

2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

Yes No

Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

- Add ramps or lifts.
- Make another entrance accessible.

Are all public spaces on an accessible route of travel?

- Provide access to all public spaces along an accessible route of travel.

REVIEW Is the accessible route to all public spaces at least 36 inches wide?

width

- Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

REVIEW Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?

width

- Rearrange furnishings, displays, and equipment.

Doors (ADAAG 4.13)

REVIEW Do doors into public spaces have at least a 32-inch clear opening?

clear opening

- Install offset (swing-clear) hinges.
- Widen doors.

REVIEW On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

clear space

- Reverse the door swing if it is safe to do so.
- Move or remove obstructing partitions.

REVIEW Can doors be opened without too much force (5 lbf maximum for interior doors)?

force

- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

REVIEW Are door handles 48 inches high or less and operable with a closed fist?

height

- Lower handles.
- Replace inaccessible knobs or latches with lever or loop handles.
- Retrofit with add-on levers.
- Install power-assisted or automatic door openers.

REVIEW Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?





height

- If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- If between 1/4- and 3/4-inch high, add bevels to both sides.

QUESTIONS		POSSIBLE SOLUTIONS
<p>Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)</p> <p>TYPE Are all aisles and pathways to materials and services at least 36 inches wide?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> width</p>	<p><input type="checkbox"/> Rearrange furnishings and fixtures to clear aisles.</p>	
<p>TYPE Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> width</p>	<p><input type="checkbox"/> Rearrange furnishings to clear more room.</p>	
<p>Is carpeting low-pile, tightly woven, and securely attached along edges?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="checkbox"/> Secure edges on all sides.</p> <p><input type="checkbox"/> Replace carpeting.</p>	
<p>TYPE In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> height/protrusion</p>	<p><input type="checkbox"/> Remove obstacles.</p> <p><input type="checkbox"/> Install furnishings, planters, or other cane-detectable barriers underneath.</p>	
<p>Emergency Egress (ADAAG 4.28)</p> <p>If emergency systems are provided, do they have both flashing lights and audible signals?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="checkbox"/> Install visible and audible alarms.</p> <p><input type="checkbox"/> Provide portable devices.</p>	
<p>Signage for Goods and Services (ADAAG 4.30)</p> <p>Different requirements apply to different types of signs.</p> <p>TYPE If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?</p> <p>Y N <input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> height</p> <ul style="list-style-type: none"> • Signs mounted with centerline 60 inches from floor. • Mounted on wall adjacent to latch side of door, or as close as possible. • Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits). • Brailled text of the same information. • If pictogram is used, it must be accompanied by raised characters and braille. <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> character height</p>	<p><input type="checkbox"/> Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)</p>	

QUESTIONS		POSSIBLE SOLUTIONS
<p>Directional and Informational Signage The following questions apply to directional and informational signs that fall under Priority 2.</p>		
<p>PRIORITY If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?</p>	<p><input type="checkbox"/> <input type="checkbox"/> letter height</p>	<p><input type="checkbox"/> Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.</p>
<p>Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Review requirements and replace signs as needed.</p>
<p>Controls (ADAAG 4.27)</p>		
<p>PRIORITY Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?</p>	<p><input type="checkbox"/> <input type="checkbox"/> height</p>	<p><input type="checkbox"/> Relocate controls.</p>
<p>Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.</p>		
<p>Are they operable with a closed fist?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Replace controls.</p>
<p>Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)</p>		
<p>PRIORITY Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?</p>	<p><input type="checkbox"/> <input type="checkbox"/> width</p>	<p><input type="checkbox"/> Rearrange chairs or tables to provide 36-inch aisles.</p>
<p>Are the spaces for wheelchair seating distributed throughout?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Rearrange tables to allow room for wheelchairs in seating areas throughout the area. <input type="checkbox"/> Remove some fixed seating.</p>
<p>PRIORITY Are the tops of tables or counters between 28 and 34 inches high?</p>	<p><input type="checkbox"/> <input type="checkbox"/> height</p>	<p><input type="checkbox"/> Lower part or all of high surface. <input type="checkbox"/> Provide auxiliary table or counter.</p>
<p>PRIORITY Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?</p>	<p><input type="checkbox"/> <input type="checkbox"/> height/ width/ depth</p>	<p><input type="checkbox"/> Replace or raise tables.</p>

QUESTIONS		POSSIBLE SOLUTIONS
<p>Seats, Tables, and Counters, continued</p> <p>HEIGHT At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Provide a lower auxiliary counter or folding shelf.</p> <p><input type="checkbox"/> Arrange the counter and surrounding furnishings to create a space to hand items back and forth.</p>
<p>HEIGHT Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Lower section of counter.</p> <p><input type="checkbox"/> Arrange the counter and surrounding furnishings to create a space to pass items.</p>
<p>Vertical Circulation (ADAAG 4.1.3(5), 4.3) Are there ramps, lifts, or elevators to all public levels?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install ramps or lifts.</p> <p><input type="checkbox"/> Modify a service elevator.</p> <p><input type="checkbox"/> Relocate goods or services to an accessible area.</p>
<p>On each level, if there are stairs between the entrance and / or elevator and essential public areas, is there an accessible alternate route?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Post clear signs directing people along an accessible route to ramps, lifts, or elevators.</p>
<p>Stairs (ADAAG 4.9) The following questions apply to stairs connecting levels <i>not</i> serviced by an elevator, ramp, or lift.</p>		
<p>Do treads have a non-slip surface?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Add non-slip surface to treads.</p>
<p>Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Add or replace handrails if possible within existing floor plan.</p>
<p>Elevators (ADAAG 4.10) Are there both visible and verbal or audible door opening / closing and floor indicators (one tone = up, two tones = down)?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install visible and verbal or audible signals.</p>
<p>HEIGHT Are the call buttons in the hallway no higher than 42 inches?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Lower call buttons.</p> <p><input type="checkbox"/> Provide a permanently attached reach stick.</p>
<p>Do the controls inside the cab have raised and braille lettering?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install raised lettering and braille next to buttons.</p>

QUESTIONS		POSSIBLE SOLUTIONS
Elevators, continued Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?		<input type="checkbox"/> Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
If an emergency intercom is provided, is it usable without voice communication?		
Is the emergency intercom identified by braille and raised letters?		
Lifts (ADAAG 4.2, 4.11) Can the lift be used without assistance? If not, is a call button provided?		<input type="checkbox"/> At each stopping level, post clear instructions for use of the lift. <input type="checkbox"/> Provide a call button. <input type="checkbox"/> Rearrange furnishings and equipment to clear more space.
 clear space		
 height		
	Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?	<input type="checkbox"/> Move controls.
	Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	

Priority

3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

Getting to the Rest Rooms (ADAAG 4.1)
 If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

Are there signs at inaccessible rest rooms that give directions to accessible ones?

Doorways and Passages (ADAAG 4.2, 4.13, 4.30)
 Is there tactile signage identifying rest rooms?

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

Reconfigure rest room.
 Combine rest rooms to create one unisex accessible rest room.

Install accessible signs.

Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

QUESTIONS

POSSIBLE SOLUTIONS

Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

- If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.

ENTRY Is the doorway at least 32 inches clear?



- Install offset (swing-clear) hinges.
- Widen the doorway.

ENTRY Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?



- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Install power-assisted or automatic door openers.

ENTRY Can doors be opened easily (5 lbf maximum force)?



- Adjust or replace closers.
- Install lighter doors.
- Install power-assisted or automatic door openers.

ENTRY Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?



- Rearrange furnishings such as chairs and trash cans.
- Remove inner door if there is a vestibule with two doors.
- Move or remove obstructing partitions.

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

ENTRY Is there a 36-inch-wide path to all fixtures?



- Remove obstructions.

Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

- Replace inaccessible knobs with lever or loop handles.
- Add lever extensions.













ENTRY Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?



- Move or remove partitions.
- Reverse the door swing if it is safe to do so.

QUESTIONS

POSSIBLE SOLUTIONS

		Yes	No	
Stalls, continued				
	In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add grab bars.
	Is the toilet seat 17 to 19 inches high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add raised seat.
				
<hr/>				
Lavatories (ADAAG 4.19, 4.24)				
	Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Rearrange furnishings. <input type="checkbox"/> Replace lavatory. <input type="checkbox"/> Remove or alter cabinetry to provide space underneath. <input type="checkbox"/> Make sure hot pipes are covered. <input type="checkbox"/> Move a partition or wall.
	A maximum of 19 inches of the required depth may be under the lavatory.			
	Is the lavatory rim no higher than 34 inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust or replace lavatory.
				
	Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Adjust or replace lavatory.
				
	Can the faucet be operated with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Replace with paddle handles.
	Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower dispensers. <input type="checkbox"/> Replace with or provide additional accessible dispensers.
	Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower or tilt down the mirror. <input type="checkbox"/> Add a larger mirror anywhere in the room.
				
<hr/>				
Priority	4 Additional Access			
	<p><i>Note that this priority is for items not required for basic access in the first three priorities.</i></p> <p>When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.</p>			
	Drinking Fountains (ADAAG 4.15)			
	Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Clear more room by rearranging or removing furnishings.
				

QUESTIONS	POSSIBLE SOLUTIONS
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	Yes	No	
<p>Drinking Fountains, continued</p> <p>11000 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Provide cup dispensers for fountains with spouts that are too high.</p> <p><input type="checkbox"/> Provide accessible cooler.</p>
<p>Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Replace the controls.</p>
<p>11000 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Place a planter or other cane-detectable barrier on each side at floor level.</p>
<p>Telephones (ADAAG 4.31)</p> <p>11000 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Move furnishings.</p> <p><input type="checkbox"/> Replace booth with open station.</p>
<p>11000 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Lower telephone.</p>
<p>11000 Does the phone protrude no more than 4 inches into the circulation space?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Place a cane-detectable barrier on each side at floor level.</p>
<p>Does the phone have push-button controls?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Contact phone company to install push-buttons.</p>
<p>Is the phone hearing-aid compatible?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Have phone replaced with a hearing-aid compatible one.</p>
<p>Is the phone adapted with volume control?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Have volume control added.</p>
<p>Is the phone with volume control identified with appropriate signage?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Add signage.</p>
<p>If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Install a text telephone.</p> <p><input type="checkbox"/> Have a portable TT available.</p> <p><input type="checkbox"/> Provide a shelf and outlet next to phone.</p>
<p>Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?</p>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<p><input type="checkbox"/> Add signage.</p>