

Accessible Meeting Facilities Checklist

Governor’s Committee on Disability Issues and Employment (GCDE)

Instructions:

This checklist is to be used by all state agencies to determine if a meeting space is accessible and is based on new construction standards. While older facilities may lack some of these items, **asterisked items** are essential in making your selection of the meeting place.

This checklist has been updated to include ADA Accessibility Guidelines (ADAAG), WAC 51-50 (Washington State Barrier-Free Code, including the new International Building Code) and ANSI 117.1.

A separate checklist is required for each facility and should be kept with the meeting materials*. This way if the agency uses a particular site frequently, the completed checklist can be reused. Some pages of the checklist will be used more than once; others will not be needed at all. If the element does not exist, mark not applicable or “N/A”. The vendor is solely responsible to ensure that the non-state facility meets the minimum accessibility requirements contained in these regulations, and that any special modifications to the non-state facility are completed for the event.

OFM State Administrative and Accounting Manual Provisions:

50.50.70.5 Ensure the non-state facility vendor attaches a **signed** ADA certification statement and a completed Accessible Meeting Site Survey Form to the invoice being submitted to the state agency for payment.

50.50.70.6 The ADA certification statement is to read: “To the best of (vendor's name) knowledge, the facilities provided to the (state agency's name) on (date or dates) met all of the minimum accessibility requirements (and any special modifications to the facilities included in the contract). It is not necessary for the vendor to attach a completed copy of the Accessible Meeting Facility Checklist to the invoice, if the agency has a current copy of it on file and references the checklist and the date of completion on the face of the invoice.”

50.50.80.a Should a state agency obtain a receiving report with a statement by its representative indicating that the non-state facility did not meet ADA access criteria as identified in this document, the agency is authorized to deny payment to the vendor due to breach of contract.

The principle of *universal access* is central to any accessibility review. All services should be provided in an integrated setting, separate is not equal. In this checklist an *accessible route of travel* means a path 36" wide (interior), 44" (exterior) without abrupt changes greater than 1/4". The route should be one path accessible by everyone. The route provides a smooth, hard surface with access from parking to primary building entrance(s), through the interior of the building to meeting rooms, restrooms, restaurants, including coffee bars, lobbies and shops.

Name of Facility (hotel, restaurant, city or county facility):	
Address:	City:
Phone #:	Zip Code:
Surveyor’s Name:	Survey Date:
Phone #:	Office/Agency:

Building Exterior

Off-Street Parking/Passenger Loading Zone

- _____ Number of accessible parking spaces, (see Appendix A) # Required Spaces _____
- _____ *At least one van space, 96"space with 96"access aisle/132"space with 60", 114"vertical clearance)
- _____ Sign at parking space, International Access Symbol, white on blue, "Van Accessible" for van space
- _____ Built-up curb ramps do not project into access and parking spaces.
- _____ *Level Slope < 1:48, firm, and non-slip surface. Slope < 1:48
- _____ *Curb-cut, ramp or level area to walkway
- _____ *If surface unpaved, then size of gravel < 0.3 inches
- _____ Closest parking space to accessible entrance. Crosses vehicular traffic lane? Y _____ N _____
- _____ Directional signage to accessible entrance, at non-accessible entrance
- _____ Passenger drop off or loading zone with accessible route or travel to building

Proximity to Public Transportation

- _____ Bus stop within 1-2 blocks. Approximate Distance _____ Bus available evenings Y _____ N _____
- _____ * Level, firm, non-slip surface from bus stop to primary accessible building entrance, maximum slope of 1:12
- _____ *Curb cut, ramp, or level area to walkway (see *Walkways*). Note: handrails required if slope > 1:20 and the rise is >6"

Walkways

- _____ 44" minimum exterior width
- _____ *Max. slope of 1:12 (Up to 1:8 permissible for rises < 3" Up to 1:10 for rises < 6") preferably 1" to 20" (can carry a latte in your lap and go down ramp without spilling)
- _____ Level (slope >1:20) or ramped from parking to primary accessible entrance
- _____ Level, firm, non-slip surface with no drop-offs, grass or soil meet sidewalk
- _____ Walkways free of obstructions that protrude > 4" (higher than 27"or < 80")
- _____ Walkways free of grating openings larger than 1/2", openings perpendicular to path of travel.
- _____ Threshold 1/4" maximum, or 1/2" if beveled

*Essential for an accessible meeting

Building Exterior (Cont'd)

Ramps (exterior)

- _____ Maximum slope of 1':12' (no more than 30' between landings); slope 1':20' (40' between landings)
- _____ *Landings at top and bottom of run, Landings shall be level and be 60" in direction of travel
- _____ *Graspable handrails provided, 34" - 38" high (Slope 1:20, or rise < 6" no handrails required.)
- _____ Handrails 1-1/2" diameter and 1-1/2" from wall
- _____ Firm, non-slip surface
- _____ 44" minimum exterior width

Stairways

- _____ *Graspable handrails provided on both sides, 34" - 38" high, properly secured
- _____ Handrails 1-1/2" diameter and 1-1/2" from wall
- _____ Uniform riser height and tread width
- _____ 5' x 5' level landings on top and bottom
- _____ Contrast on stairs and landings
- _____ Adequate lighting on stairs
- _____ *No open risers (steps). No hanging stairwells, unless cane detectable barriers are provided underneath.

Entrances (exterior)

- _____ *At least one **primary** entrance accessible, door 32" clear opening
- _____ Threshold height 1/4" maximum, 1/2" if beveled. If not, actual height is _____
- _____ An 18" clear maneuvering space at the pull side of the door
- _____ Level and unobstructed area 5' x 5' both sides of door
- _____ Lever or loop-type door handles
- _____ Door opening pressure 8.5 lbs. maximum, or Automatic door openers
- _____ *Alternate accessible entrance for a revolving door
- _____ Sign indicating accessible entrance
- _____ Directional signage at inaccessible entrances designating the accessible entrance

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Building Interior

Interior Doors and Corridors

- _____ *Firm, non-slip surface (no loose or deep pile carpet, maximum pile thickness < 1/2")
- _____ *Doors have a minimum clear opening width of 32"
- _____ *An 18" clear maneuvering space at the pull side of the door
- _____ *Lever or loop-type handles, path to meeting room
- _____ *Door pressure 5 lbs. Maximum, or Automatic door
- _____ *Corridors have a clear width of 36"
- _____ Wall-mounted objects protruding 4" or greater (located within 27" - 80" from the floor) have barriers detectable by individuals using a white cane. Wall mounted objects protruding less than 4" or higher than 80" from the floor, no detectable barrier required
- _____ Adequate lighting in corridors, provide uniform illumination

Ramps (interior)

- _____ *Maximum slope of 1':12' (no more than 30' of rise between level landings)
- _____ *5' x 5' level landings on top and bottom
- _____ *Graspable handrails provided, 34" - 38" high
- _____ *Handrails 1-1/2" diameter and 1-1/2" from wall
- _____ *Firm, non-slip surface
- _____ *36" minimum interior width

Elevators

- _____ *Door has 36" minimum clear opening
- _____ *Size of elevator floor at least 54" x 68"
- _____ *Serves all floors and public meeting areas
- _____ *Highest control buttons 48" maximum (54" built before 2002), emergency controls 35"
- _____ *Audible and visible signals, hallway and elevator interior
- _____ Controls have raised Arabic numerals and Braille identification
- _____ Exterior call buttons 35" max
- _____ Floor levels indicated on door jambs by raised numerals placed no more than 60" high
- _____ Elevator doors remain fully open for 5 seconds minimum
- _____ *Reopening device that will reopen a car door automatically if the door becomes obstructed
- _____ *Visible and audible signal provided at each entrance to indicate which car is answering a call

*Essential for an accessible meeting

Building Interior (Cont'd)

Public Telephones (where provided)

- _____ *At least one telephone/floor usable wheelchair accessible open space in front at least 30" by 48"
- _____ *Highest operable part 48" maximum side or forward approach
- _____ 27" high clear knee space
- _____ Handset cord length at least 29"
- _____ All public telephones are required to have volume control
- _____ TTY in bank of 4 or more

Water Fountains (where provided)

- _____ *At least one fountain on accessible route of travel
- _____ Maximum spout no higher than 36" from floor
- _____ Spout located at front of unit with water projecting parallel
- _____ Hand operated control (push or lever) within 5" of the front of the fountain
- _____ 27" clear knee space
- _____ If no knee space, then at least 30" x 48" clear floor space provided for parallel approach *Essential for an accessible meeting

*Essential for an accessible meeting

Public Restrooms

<i>Women</i>	<i>Men</i>	(One restroom may be accessible while another is not, check both)
_____	_____	*On accessible route of travel from or to meeting room
_____	_____	*At least one accessible stall in each restroom. Or unisex restroom available
_____	_____	Ambulatory accessible toilet stalls (required when six or more water closets are available in a restroom)
_____	_____	*High contrast, non-glare sign, raised and Braille between 48" - 60" from floor, located on latch side of door
_____	_____	Signs at inaccessible restrooms giving directions to accessible restrooms
_____	_____	*Entry 32" minimum clear width
_____	_____	*Accessible stall doors 32" minimum clear width
_____	_____	*Door pressure 5 lbs. maximum
_____	_____	*Stall width 60" wide x 56" wall mounted, 60" x 59" floor mounted toilet
_____	_____	Minimum 48" width next to toilet on one side
_____	_____	*Grab bars side and back, 33" - 36" above and parallel to floor
_____	_____	Grab bars 1-1/2" diameter and 1-1/2" from wall
_____	_____	*Toilet seat 17" - 19" high
_____	_____	5' x 5' diameter clear floor space to turn around (by mirrors or sink area)
_____	_____	Bottom of mirror, top of shelf, towel and all other types of dispensers at 40" maximum from floor
_____	_____	Soap and towel dispensers and hand dryer adjacent to the sink
_____	_____	27" clear knee space under basin
_____	_____	Insulation of exposed pipes under sinks
_____	_____	*Lever-type faucets (or automatic)
_____	_____	* Lever-type door hardware, entry door and on accessible stall and urinal
_____	_____	Elongated urinal within 17" of floor

*Essential for an accessible meeting

Meeting Rooms and Common Use Areas

Meeting Rooms – Room # / Name of room: _____

(please complete for each meeting room to be used)

- _____ *Capacity
- _____ High contrast signage with non-glare finish, Raised and Braille at 48"- 60", latch side of door
- _____ *Ramps for raised platforms, speaking areas
- _____ Top of table 28" - 34" from floor
- _____ Clear knee space for tables (minimum 27" high x 30" wide x 19" deep)
- _____ Public Address System with Assistive Listening equipment
- _____ Assistive Listening Equipment (identified by signage)
- _____ Low noise level (inside and outside)
- _____ Uniform lighting
- _____ *Meeting and other functions provided in nonsmoking areas
- _____ *Firm, non-slip surface (no loose or deep pile carpet)
- _____ *If Audible, then visible alarm system

Fixed Seating Only (auditorium)

- _____ For auditoriums, integrated wheelchair seating, a minimum of one, for 4-25 seats
- _____ Number of wheelchair spaces required _____
- _____ (See Appendix A Wheelchair Spaces Required in Assembly Areas)
- _____ Minimum space 33" x 48" for rear or forward access, 33" x 60" for side access
- _____ *Unobstructed viewing position from wheelchair seating
- _____ Aisles at least 36" having seating on one side of aisle, 42" with seating on both sides
- _____ Integrated seating, people using wheelchairs can sit next others, accessible seating dispersed throughout auditorium.

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Meeting Rooms and Common Use Areas (Cont'd)

Common Use Areas

*Restaurant /coffee shops, gift shops, ATM, lobby, vending machines, copy machines and other common use areas accessible to persons with disabilities. (entrance, seating, counter height, reach range, 48")

Problem Areas: _____

- _____ Audible alarm system
- _____ Visible alarm system
- _____ Smoking policy or restrictions in common use areas
- _____ Maintenance/remodeling at time of meeting
- _____ Swimming Pool Access

*Essential for an accessible meeting

Hotel/Motel Guest Rooms

Hotel/Motel Guest Rooms

- _____ Number of standard guest rooms
- _____ *Number of accessible guest rooms (Accessible hotel or motel guest rooms should be provided at the rate of one for every 25 guest rooms or fraction thereof. Rooms should be dispersed in single, double and suite rooms.)
- _____ *Number of accessible rooms with roll-in showers
- _____ Number of accessible guest rooms located near the elevators
- _____ Number of nonsmoking guest rooms
- _____ *Raised and Braille signage 48" to 60" above floor on latch side of door
- _____ *High contrast signage with non-glare finish

Wheelchair Accessible Rooms

- _____ *Entry 32" minimum clear opening width
- _____ *Lever-type hardware on doors
- _____ * Telephone and other controls easily reached from bed and accessible route of travel
- _____ Closet rods, switches, heat and air conditioning controls within reach ranges
- _____ Drapery controls easily operable and on accessible route of travel
- _____ *Door lock opens with a key easily operable by one hand without tight gripping or twisting
- _____ * Interior security lock easily operable with a closed fist and located within reach ranges
- _____ Windows operable with a closed fist

Rooms for Persons with Hearing Impairments

- _____ Number of rooms for persons with hearing impairments
- _____ Visible alarm system, portable or permanent
- _____ Telephone has volume controls and hearing aid compatible
- _____ Electrical outlet within 48" of the telephone
- _____ Visual notification of incoming calls and door bell
- _____ Closed caption decoders on TV preferred
- _____ Number of portable systems (include visible alarm system, TDDs, visual notification of incoming calls, door bell, and alarm clock)

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Hotel/Motel Guest Rooms (Cont'd)

Bathrooms

- _____ *Doorway 32" minimum clear opening width
- _____ *Lever or loop-type door handles
- _____ 5' diameter clear floor space in toilet room
- _____ *Grab bars side and back, 33" - 36" above and parallel to floor
- _____ *Grab bars 1-1/2" diameter and 1-1/2" from wall
- _____ *Toilet seat 17" -19" high
- _____ Bottom of mirror, top of shelf, towel, and other dispensers 40" maximum from floor
- _____ 29" clear knee space under basin
- _____ Insulated water pipes under lavatory
- _____ *Lever-type faucets at 17" from front of counter

Accessible Tubs and Showers

- _____ *Grab bars for tubs _____ showers _____
- _____ *Portable or in tub seat 12" in width, extending width of tub and mounted securely
- _____ *Tub controls operable with a closed fist
- _____ 5' minimum long flexible shower hose with a lower hook or hanger
- _____ Roll in shower 30" x 60" (may include a fold down seat)
- _____ Shower stall 36" x 36" with seat
- _____ Seat mounted 17-19" above the floor, extending depth of stall, located on wall opposite controls, mounted 1-1/2" from shower wall, and no more than 16" in width
- _____ *Shower control operable with a closed fist

*Essential for an accessible meeting

Appendix A

Number of Accessible Parking Spaces			
Total Parking (Lot or garage)	Total Minimum Number of Accessible Spaces (includes accessible & van)	Accessible Spaces	Van Parking Spaces
1 to 25	1	0	1
26 to 50	2	1	1
51 to 75	3	2	1
76 to 100	4	3	1
101 to 150	5	4	1
151 to 200	6	5	1
201 to 300	7	6	1
301 to 400	8	7	1
401 to 500	9	7	2
501 to 999	2 percent of total spaces		1 of 6
Over 1,000	20 spaces plus 1 space for every 100 spaces, or fraction thereof, over 1,000		1 of 6
Wheelchair Spaces Required in Assembly Areas			
Capacity of Seating in Assembly Areas		Number of Required Wheelchair Spaces	
4 to 25		1	
26 to 50		2	
51 to 300		4	
301 to 500		6	
over 500		6 plus 1 for each 100 over 500	
Number of Accessible Rooms and Roll-in Showers			
Total Number of Rooms	Minimum Required Accessible Rooms	Rooms with Roll-in Showers	
1 to 25	1		
26 to 50	2		
51 to 75	3	1	
76 to 100	4	1	
101 to 150	5	2	
151 to 200	6	2	
201 to 300	7	3	
301 to 400	8	4	
401 to 500	9	4 plus 1 for every 100 rooms or fraction thereof, over 400	
501 to 1,000	2% of total		
Over 1,000	20 plus 1 for every 100 rooms or fraction thereof, over 1,000		
Number of Accessible Rooms for Persons with Hearing Impairments			
Total Number of Rooms	Minimum Required Number		
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 1,000	2% of total rooms		
Over 1,000	20 plus 1 for every 100 rooms, or fraction thereof, over 1,000		

Appendix B

TABLE E104.31

DWELLING OR SLEEPING UNITS WITH ACCESSIBLE COMMUNICATION FEATURES

TOTAL NUMBER OF DWELLING OR SLEEPING UNITS PROVIDED	MINIMUM REQUIRED NUMBER OF DWELLING OR SLEEPING UNITS WITH ACCESSIBLE COMMUNICATION FEATURES
1	1
2 to 25	2
26 to 50	4
51 to 75	7
76 to 100	9
101 to 150	12
151 to 200	14
201 to 300	17
301 to 400	20
401 to 500	22
501 to 1,000	5% of total
1,001 and over	50 plus 3 for each 100 over 1,000