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PEE DEE LWIA INSTRUCTION NUMBER: WIA 09-001

TO: Pee Dee Local Workforce Investment Area
One Stop Workforce Centers and Youth Grantee

SUBJECT: Program Accessibility Evaluation

EFFECTIVE DATE: July 1, 2009

ISSUANCE DATE: July 10, 2009

Purpose: The purpose of this instruction is to transmit the Pee Dee Regional Council of Government's policy regarding the use of a self-assessment instrument to evaluate program accessibility in the One Stops and youth provider offices as it relates to serving individuals with disabilities. The information and survey contained in this document will enable most WIA service providers to do the required self-evaluations and to plan to meet the accessibility needs of customers with disabilities who come to our offices for services.


Background: In February and March 2009, the Pee Dee LWIA's Equal Opportunity Officer visited each workforce center and youth provider to evaluate each location's accessibility to individuals with disabilities. As part of the review, it was determined that most grantees had not conducted a self-assessment survey for the past several years. This has prevented the timely correction of any issues that may prevent a person with disabilities from having full access to the services provided by the grantee or workforce center.

Policy: Using the attached tool, every workforce center and youth grantee must conduct an annual self-assessment of its program accessibility and submit it to the LWIA within the first quarter of each program year.

Action Required: The self-assessment survey must be completed and submitted to the LWIA no later than September 30 of each year. Therefore, the Program Year 2009 self-assessment instrument must be completed and submitted to the LWIA no later than September 30, 2009. Those workforce centers/youth grantees who have conducted and submitted self-assessment surveys since the on-site monitoring visits in February/March 2009 are not required to submit another report until September 30, 2010.

Every workforce center/youth grantee is required to use the self-assessment tool to implement corrective action of any deficiencies noted as a result of the evaluation and, upon request, report to the LWIA their plans of correction. Based on its review of the self-evaluation tool and the grantee's plans to correct areas of deficiency, the EO Officer may elect to provide additional technical assistance and reserves the right to require a more frequent evaluation of specific one stops and youth grantees to ensure appropriate and timely corrective action.

Inquiries: Questions pertaining to this instruction should be directed to Joette Dukes at (843) 669-3138.


Vickie P. Tyner
for Workforce Development Director

The One-Stop Disability Access Checklist: Determining Accessibility in Facilities and Provision of Services

The information and survey contained in this document will enable most One-Stop Career Centers to do the required self-evaluations and to plan to meet the accessibility needs of customers with disabilities who come to One- Stop Career Centers for services.

Accessibility is an on-going process. Technology, standards, and needs are constantly changing. Architectural accessibility codes of twenty years ago were a few pages long. Today, most codes are well over a hundred pages. Rather than look at this process as a static one, view it as an on-going process that is as much a part of your system building as staff development, budgeting and organizational development might be.

The attached checklist will enable your One-Stop Career Center to conduct a thorough self-evaluation and transition plan. Consider it a management tool that will help you to assess what you have already done to facilitate equal opportunity for people with disabilities and to plan what needs to be done in the future. The checklist addresses requirements of Section 504 of the Rehabilitation Act of 1973, as amended as well as those under the Americans with Disabilities Act.

The purpose of a self-evaluation is to allow you to gather information regarding your organization's level of accessibility in one place and at one time. A good self-evaluation will capture your strengths and weaknesses. It will allow you to develop a concrete plan, based on real data, to increase the level of accessibility in your program.

A transition plan accomplishes the same goals in terms of architectural accessibility. A good transition plan will identify priorities for barrier removal and will assist you in developing an annual plan continuing to do so.

In developing these tools, we have tried to simplify complex issues while maintaining the integrity of the goal of accessibility and the requirements of the law. Questions regarding specific situations for specific programs will arise and should be expected. Call your appropriate State DOL agency or local agency resource for additional information.

Developing Career Centers that are totally accessible to people with disabilities is critical for many reasons. By the year 2000, one in five Americans will have some type of disability due partly to the aging of our population. More significantly, for those of working age, is that people are surviving illness and injury at far greater numbers and expecting to resume work in some form. Societal attitudes have changed toward greater acceptance of workers with disabilities than previously. Yet, people with disabilities report widespread unemployment or underemployment. Citizens with disabilities not working are estimated to be at the 70 percent level.

As the One-Stop Career Centers reach advanced levels of integration with a broad group of agencies, the system will be expected to serve the full range of the American population -- from early teens to the elderly. Increasing numbers of people with disabilities will be coming to the One-Stop System as we become a significant part of service delivery in employment, training and educational services.



SECTION I

Customer Service/Accommodation Practices

The following portion of the checklist reviews recommended customer service and accommodation practices for Department of Labor One Stop Center programs. Not only does it outline what you are required to do, but is also asks you to evaluate your efforts to date and provides helpful hints.

The One-Stop Team recommends the following steps be taken:

- Completion of this checklist
- Development of internal action steps to rectify issues identified as a result
- Development of written organization wide policies
- Maintenance of this self-evaluation and supporting/resulting documents on file
- Annual review of this self-evaluation

1. Has your One-Stop program affirmatively sought to serve qualified individuals with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • a. What steps have been taken to meet this goal? 		
<ul style="list-style-type: none"> • b. Have you been successful? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> • c. How do you know? 		
2. Do you have a written policy concerning discrimination on the basis of physical or mental disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do you regularly review your service practices (advertising, notices signage, building and program access) to be certain that you, your managers, supervisors, or external consultants are nondiscriminatory in the treatment of customers with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Employment Practices under the Americans with Disabilities Act Guidelines:

1. Medical records must be kept in a separate location. Access to medical records must be limited. Are all non-medical records kept in a separate place from records that contain medical information? (Medical information includes insurance application forms as well as health certificates, results of physical exams, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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a. Do you have a written policy regarding who has access to medical information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. What is the policy? (A copy should be attached.)		
2. Do your employee recruitment materials, including photos and ad copy, contain positive images of persons with disabilities and indicate your program's commitment to inclusion of persons with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are inquiries related to the presence of a disability or the possible presence of a disability that someone may have, limited to performance of essential functions of the job and requirements for reasonable accommodations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. Are supervisory staff aware of what constitutes legal and illegal inquiries?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. If 'yes', how did they obtain this information? Describe. For example, did they participate in a training session? Read relevant literature? etc.		
c. Have job descriptions been analyzed to determine which functions of a job are 'essential' and which are 'marginal'?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes", describe the process for doing this.		
d. Are job descriptions in writing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Are any of the following questions asked during the application process?	Yes	No
o Health or physical condition?	<input type="checkbox"/>	<input type="checkbox"/>
o Physical or mental problems or disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
o Medical history?	<input type="checkbox"/>	<input type="checkbox"/>
o Previous workers' compensation claims?	<input type="checkbox"/>	<input type="checkbox"/>
o Prior health insurance claims?	<input type="checkbox"/>	<input type="checkbox"/>
o Past drug use or substance abuse? (NOTE: The ADA requires that these types of employment questions no longer be used. Consider ADA training in interviewing.)	<input type="checkbox"/>	<input type="checkbox"/>

<p>4. Do you require that applicants for employment take any of the following tests as part of the application process?</p> <ul style="list-style-type: none"> ○ a. Drug or alcohol test? ○ b. HIV tests? ○ c. Skill or performance tests? ○ d. Psychological tests? ○ e. Intelligence tests? 	<p>Yes</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>5. Do you have a substance abuse policy?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>6. Do you have a drug testing policy?</p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>

It is required that reasonable accommodation be provided to employees and customers with disabilities. Reasonable accommodation includes a broad range of adaptations to the manner or circumstances in which a service activity is performed, an interview is conducted, etc.

Reasonable accommodation might include:

- Allowing an individual with a psychiatric disability to periodically leave early or arrive late and later make up that time;
- Making structural modifications to accommodate a participant who uses a wheelchair;
- Providing auxiliary aids and services including sign language interpreters, readers (for people who don't read print due to a disability) or providing material in alternative format such as Braille, ASCII disk, etc.

<p>7. Regarding reasonable accommodation:</p> <ul style="list-style-type: none"> • a. Have employees and applicants been informed that they are entitled to reasonable accommodations? • b. If 'yes', how have they been so informed? • c. Are reasonable accommodations provided to Department of Labor One-Stop Center employees, applicants and customers with disabilities? • d. How do you know? 	<p>Yes</p> <p><input type="checkbox"/></p> <p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p> <p>No</p> <p><input type="checkbox"/></p>
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2. Does the program involve information that is communicated verbally?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Type of Information: <input type="checkbox"/> Interpreter <input type="checkbox"/> TDD <input type="checkbox"/> Relay <input type="checkbox"/> Paper/Pen <input type="checkbox"/> CART <input type="checkbox"/> RTC <input type="checkbox"/> Decoders <input type="checkbox"/> Written Copies <input type="checkbox"/> Oral Interpreter <input type="checkbox"/> Other, Please specify:		
3. Does the One Stop Center inform persons with disabilities that communications aids and services are provided upon request? (Note: It is not sufficient to only inform persons who have identified themselves as having an accommodation need. You must be able to inform the public at-large.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. How do you do so?		
5. Does the One Stop have a procedure for deciding which auxiliary aids and services to provide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the procedure provide for consideration of an individual's preferred aid or service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the procedure include a mechanism for determining that an aid or service that was provided was equally effective?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the program communicate with the public over the phone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Are telephone conversations lengthy, complex, technical or personal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Does the program have a TDD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. If so, have staff been trained on the appropriate use of a TDD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Is there a mechanism for re-training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Are staff trained in the use of the relay system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Are staff aware of the relay number?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Does the program have a web page?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Is the web page captioned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Is there a mechanism for ensuring that people who are deaf or hearing impaired are aware of an activated fire or smoke alarm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Is there an established emergency evacuation procedure that addresses the needs of persons with disabilities? (This should include the evacuation of persons with mobility impairments.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Have staff been trained in this procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please describe the training, technology and accommodations for people with disabilities in the One-Stop Centers. Some One Stops will need technical assistance to make sure that services, technology, etc. can be used by people with disabilities. Experts at the Job Accommodation Network (JAN) can give One Stops advice on hardware, software, and technology to enable people who are blind, deaf, or have physical disabilities to use One Stop services. The JAN phone number is 800-JAN-7234 or 800-ADA-WORK.

SECTION III

EXISTING FACILITIES CHECKLIST

A. Priority 1: Accessible Entrance

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

<i>Path of Travel:</i>		
1. Is there a path of travel that does not require the use of stairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Is the path of travel stable, firm and slip-resistant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Is the path at least 36 inches wide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Can all objects protruding into the path be detected by a person with a visual disability using a cane? (Note: 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.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5. Do curbs on the pathway have curb cuts at drives, parking, and drop-offs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Ramps:		
6. Are the slopes of ramps no greater than 1:12? (Note: 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.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Do all ramps longer than 6 feet have railings on both sides?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are railings sturdy, and between 34 and 38 inches high?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Is the width between railings at least 36 inches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Are ramps non-slip?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. 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 <input type="checkbox"/>	No <input type="checkbox"/>
Parking and Drop-Off Areas:		
12. Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped 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 25 to 50 2 spaces 51 to 75 3 spaces 76 to 100 4 spaces (Note: Check your state building code for parking requirements. Sometimes state codes are more stringent.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Are 16-foot-wide spaces, with 98 inches of vertical clearance, available for lift-equipped vans? (At least one of every 8 accessible spaces must be van-accessible.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Are the accessible spaces closest to the accessible entrance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces? International Symbol of Accessibility:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Entrance:		
17. If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? (Do not use a service entrance as the accessible entrance unless there is no other option.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

18. Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Can the alternate accessible entrance be used independently?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
21. Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? (A person using a wheelchair needs this space to get close enough to open the door.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. Is the threshold level (less than 1/4 inch) or beveled, up to 1/2 inch high?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
23. Are doormats 1/2 inch high or less, and secured to the floor at all edges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Is the door handle no higher than 48 inches and operable with a closed fist? (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.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25. Can doors be opened without too much force (maximum is 5 lbf)? You can use a fish scale to measure the force required to open a door. Attach the hook of the scale to the doorknob or handle. Pull on the ring end of the scale until the door opens, and read off the amount of force required. If you do not have a fish scale, you will need to judge subjectively whether the door is easy enough to open...	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. If the door has a closer, does it take at least 3 seconds to close?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Emergency Egress:</i>		
27. Is there sufficient lighting for egress pathways such as stairs, corridors, and exit routes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

B. Priority 2: Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain goods or services without special assistance. Where it is not possible to provide full accessibility, assistance or alternative services should be available upon request.

<i>Horizontal Circulation:</i>		
1. Does the accessible entrance provide direct access to the main floor, lobby, or elevator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are all public spaces on an accessible path of travel?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Is the accessible route to all public spaces at least 36 inches wide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Doors:		
5. Do doors in public spaces have at least a 32-inch clear opening?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. 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 can get near to open the door?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Can doors be opened without too much force (5 lbf maximum)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are door handles 48 inches high or less and operable with a closed fist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Are all thresholds level (less than 1/4 inch), or beveled, up to 1/2 inch high?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rooms and Spaces:		
10. Are all aisles and pathways to all goods and services at least 36 inches wide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Is carpeting low-pile, tightly woven, and securely attached along edges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. In routes through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or protruding less than 4 inches from the wall), or are they higher than 80 inches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Do signs designating permanent rooms and spaces, such as rest room signs, exit signs, and room numbers, comply with the appropriate requirements for accessible signage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Controls:		
15. Are all controls that are available for use by the public (including electrical, mechanical, window, cabinet, game, and self-service controls) located at an accessible height? (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.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Are they operable with a closed fist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Seats, Tables and Counters:		
17. Are the aisles between chairs or tables at least 36 inches wide?	Yes	No

	<input type="checkbox"/>	<input type="checkbox"/>
18. Are the spaces for wheelchair seating distributed throughout?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Are the tops of tables or counters between 28 and 34 inches high?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
20. Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Vertical Circulation:</i>		
21. Are there ramps or elevators to all levels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
22. On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Stairs:</i>		
23. Do treads have a non-slip surface?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24. Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Elevators:</i>		
25. Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
26. Are the call buttons in the hallway no higher than 42 inches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
27. Do the controls outside and inside the cab have raised and Braille lettering?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
28. Is there a sign on the jamb at each floor identifying the floor in raised and Braille letters?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
29. Is the emergency intercom usable without voice communication?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
30. Are there Braille and raised-letter instructions for the communication system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Lifts:</i>		
31. Can the lift be used without assistance? If not, is a call button provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

32. Is there at least 30 by 48 inches of clear space for a person using a wheelchair to approach to reach the controls and use the lift?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
33. Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

C. Priority 3: Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities. Closing a rest room that is currently open to the public is not an allowable option.

<i>Getting to the Rest Rooms:</i>		
1. If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Are there signs at inaccessible rest rooms that give directions to accessible ones?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Doorways and Passages:</i>		
3. Is there tactile signage identifying rest rooms? (Mount signs on the wall, on the latch side of the door. Avoid using ambiguous symbols in place of text to identify rest rooms.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Is the doorway at least 32 inches clear?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Can doors be opened easily (5 lbf maximum force)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the entry configuration provide adequate maneuvering space for a person using a wheelchair? (A person using a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter clear space or a T-shaped 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.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is there a 36-inch-wide path to all fixtures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Stalls:</i>		
9. Is the stall door operable with a closed fist, inside and out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. 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)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

11. In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Is the toilet seat 17 to 19 inches high?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Lavatories:</i>		
13. Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front? (A maximum of 19 inches of the required depth may be under the lavatory.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Is the lavatory rim no higher than 34 inches?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Can the faucet be operated with one closed fist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Are soap and other dispensers and hand dryers 48 inches high or less and usable with one closed fist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

D. Priority 4: Additional Access

When amenities such as public telephones and drinking fountains are provided to the general public, they should also be accessible to people with disabilities.

<i>Drinking Fountains:</i>		
1. Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. 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 "high-low" fountain)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Does the fountain protrude no more than 4 inches into the circulation space?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Telephones:</i>		
5. 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?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the phone protrude no more than 4 inches into the circulation space?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the phone have push-button controls?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Is the phone hearing aid compatible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Is the phone adapted with volume control?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. Is the phone with volume control identified with appropriate signage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Is one of the phones equipped with a telecommunications device for the Deaf? (TT/TTY/TDD)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Is the location of the TDD identified by accessible signage bearing the International TDD Symbol?	Yes <input type="checkbox"/>	No <input type="checkbox"/>