

UNIVERSAL DESIGN CHECKLIST

DATE: _____

FACILITY/ORGANIZATION: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

ADDRESS, CITY, STATE, ZIP: _____

WEBSITE: _____

1. FACILITY ACCESSIBLE PARKING

A. Surface Condition

- No major cracks, gaps, or bumps in concrete or asphalt.

B. Accessible Parking Stalls

- Accessible parking spaces designated for people with disabilities.

C. Number of Accessible Parking Spaces

- Parking area has the minimum number of accessible parking spaces specified in the table below:

Total Parking Spaces	Designated Accessible Parking
<input type="checkbox"/> 1 to 25	1
<input type="checkbox"/> 26 to 50	2
<input type="checkbox"/> 51 to 75	3
<input type="checkbox"/> 76 to 100	4
<input type="checkbox"/> 101 to 150	5
<input type="checkbox"/> 151 to 200	6
<input type="checkbox"/> 201 to 300	7
<input type="checkbox"/> 301 to 400	8
<input type="checkbox"/> 401 to 500	9
<input type="checkbox"/> 501 to 1000	2% of total
<input type="checkbox"/> 1001 and over	20 plus 1 for each 100 over 1000

D. Space Location

- Accessible parking spaces located on the shortest possible accessible routes to the accessible building entrances.
- Accessible parking spaces located on a level area.

E. Signs and Dimensions – Accessible Parking Spaces

- Each accessible parking space identified with a sign showing the International Symbol of Accessibility.
- Each vehicle space in accessible parking has a pavement marking stencil.
- Each sign mounted on a post at a minimum height of 7 feet measured from the bottom of the sign to the ground surface.
- Vehicle spaces in accessible parking are a minimum of 9 feet (108 inches) wide.
- Each accessible parking space has a marked access aisle.
- Each access aisle is at least 6 feet (72 inches) wide.

F. Van Accessible Parking Spaces

- At least one van accessible space for every six accessible parking spaces.
- Van accessible parking space designated by an additional sign indicating "Van Accessible."
- Van accessible parking space has a vehicle space width of at least 9 feet and an accompanying marked access aisle of at least 8 feet.
- If the lot has five or more accessible parking spaces, the designated van accessible spaces are reserved for wheelchair users only.
- Van accessible parking spaces, and the route serving them, have adequate minimum vertical clearance of at least 98 inches.

G. Passenger Loading Zone

- Facility has a passenger loading zone. There is an unobstructed access aisle at least 5 feet wide and it is as long as the vehicle pull-up space.
- Access aisle is at the same level as the vehicle pull-up space.
- Access aisle is marked to discourage parking in that space.

H. Curb Cuts

- Surface condition - No major cracks, gaps, or bumps in concrete or asphalt.
- Curb cuts provided where accessible routes cross over a curb (for example, where an access aisle connects to a sidewalk)
- Curb cuts have a maximum running slope of 1:12.
- Curb cuts have a minimum clear width of 36 inches.
- The transition areas where curb cuts join sidewalks, streets or gutters are smooth.
- There are level landings at the top of the curb ramps which have a minimum length of 36 inches and the same width as the curb cut.

2. ACCESSIBLE APPROACH AND ENTRANCE (EXTERIOR ROUTES)

Note: People with disabilities should be able to arrive at the site, approach the building and enter the building as freely as everyone else. At least one accessible route should be safe and accessible for everyone.

A. Ground and Floor Surfaces

- Ground, floor and walking surfaces along accessible routes are stable, firm, smooth and slip-resistant.

B. Changes in Surface Level

- All ground and floor surfaces along accessible routes are free of abrupt changes in surface level. Surface level changes cannot exceed ¼ inch in height.
- Where vertical changes in surface level are between ¼ and ½ inches in height, the level change is beveled (slope 1:2 or less).
- Accessible ramps are provided for changes in surface level which exceed ½ inch in height.

C. Clear Widths and Slopes for Walking Surfaces

- There is at least one accessible route from the accessible parking areas, passenger loading zones and other site entry points (bus stops) to the accessible building entrance(s).
- All walkways along accessible routes have a minimum clear, unobstructed width of at least 36 inches.
- Longer routes have an occasional 5 x 5 feet area located at reasonable intervals not exceeding 200 feet which can be used for turning and passing.
- All walkways along accessible routes have cross slopes that are 1:48 or less.

IS THERE A RAMP LOCATED ON THE EXTERIOR OF THE SITE? IF NO, SKIP TO LETTER I.

D. Ramp Slope and Clear Width

- The maximum running slope of all ramps is 1:12.
- Cross slopes of all ramp surfaces are 1:48 or less.
- Ramps have a clear unobstructed width of at least 36 inches.

E. Landings

- Ramps have a 5-foot-long level landing at the top and bottom of each run.
- Ramps have a 5 foot by 5-foot minimum turning space at level landings where the ramp changes direction.

F. Ramp Handrails

- The ramp rises more than 6 inches vertically, so there are handrails on both sides.

G. Handrail Location

- Handrails are mounted so that their top surface is between 34 and 38 inches above the ramp surface.
- Handrails continue to extend horizontally at least 12 inches at the top and bottom landings of the ramp and these extensions return to the wall, floor or post.
- Handrail is mounted on a wall surface, and the gap between the handrail and the wall surface is a minimum of 1-½ inches.
- Handrail gripping surface is circular in shape and is the diameter 1-¼ inches minimum to 2 inches maximum.
- Handrail gripping surface is non-circular, and the perimeter dimension (distance around the gripping surface) fits between 4 inches minimum to 6-¼ inches maximum.

H. Edge Protection on Ramps

- Ramps and landings have edge protection.

I. Doorway Width and Maneuvering Clearance

- Accessible entrances have a minimum clear opening (free of protrusions and obstructions) of 32 inches.
- The push or pull sides of doors have adequate clearance from the side and front of the doorway to allow individuals to reach the handle and maneuver around and through the door opening.

J. Exterior Door Opening Forces

- The force required to open doors at accessible exterior entrances is no more than 8-½ pounds.

K. Door Hardware

- Automatic doors.
- Accessible push button – automatic doors.
- Handles, pulls, latches, locks, and other operating devices on accessible doors are easily grasped with one hand, and require no tight grasping, pinching, or twisting of the wrist to operate.
- Door handles mounted no higher than 48 inches and no lower than 34 inches from the floor surface.

L. Doors in Series

- If two doors in a series swing in the same direction, the distance between the doors at least 48 inches plus the width of the in-swinging door.
- If two doors in series swing out from the space between the doors, the distance between the doors at least 48 inches.

M. Thresholds at Doorways

- The heights of thresholds at doorways are ½ inch or less.

N. Protruding Objects

- Protruding and hanging objects with a leading edge more than 27 inches above the floor, protrude no more than 4 inches into any passage way provided for pedestrian travel.
- All exterior passage ways provide a minimum unobstructed head clearance (headroom) of 80 inches.

3. INTERIOR ROUTES AND SPACES

A. Doorways

- Automatic doors or push button.
- Interior doors in public spaces have at least a 32-inch clear, unobstructed opening.

B. Maneuvering Clearance

- The pull and push sides of doors have adequate maneuvering clearances in front of and to the sides of doorways so that a person using a wheelchair can position themselves to easily and safely open the door.

C. Signs For permanent room or space

- Every permanent room or space (such as restrooms, offices or meeting rooms, etc.) is designated with a sign having good contrast between characters and background, adequate character size for viewing distance, raised (tactile) characters and braille.
- Tactile signs are mounted so the bottom edges of the highest tactile characters are 60 inches maximum and the lowest tactile characters are 48 inches minimum from the floor surface.

D. Opening Force for Interior Doors

- Interior doors can be opened with 5 pounds or less force.

E. Door Handle Height

- Door handles are mounted no higher than 48 inches and no lower than 34 inches measured from the floor surface.

F. Thresholds at Doorways

- The heights of thresholds at doorways are ½ inch or less.

G. Clear Width of Accessible Routes and Reach Distances

- All interior accessible routes have a minimum clear, unobstructed width of 36 inches.
- All objects meant for public use are within reach.

H. Turning Space

- Adequate space is available where turning spaces are needed or required for a wheelchair or other mobility device.

DOES THE FACILITY HAVE A PASSENGER ELEVATOR? IF NO, SKIP TO LETTER Q

I. Elevator – Hall Call Controls (Buttons) and Entrance Labels

- Call buttons and keypads at elevators are mounted no higher than 48 inches when measured to centerline of highest operable part above the floor.
- There raised (tactile) characters and braille that indicate floor designations on both elevator jambs at the entrance to elevator mounted 48 to 60 inches above the floor surface.

J. Signal Identification

- There are both visible and audible signals to identify when an elevator car arrives and its direction of travel.
- Visible signals are mounted at 72 inches minimum above floor.
- The elevator buttons give an audible confirmation of buttons pressed.
- The audible signals indicate direction of travel (up or down).

K. Elevator Car Dimension

- Elevators with centered door have minimum inside dimensions of 51 inches in depth by 80 inches in width and a clear door width (unobstructed opening) of 42 inches.

L. Leveling

- The elevator car floor surface (platform) stops within ½ inch of the outside floor surface (landing) at each floor destination.

M. Gap Between Elevator and Floor

- The open space between the outside floor surface and the elevator platform no greater than 1½ inches.

N. Protective Re-Opening Device

- The elevators are equipped with reopening devices that automatically open the car and hoist way doors when it becomes obstructed or contacted by an object or person.

O. Car Controls and Position Indicators

- Car controls, call buttons, and alarm buttons at least ¾ inch in diameter with braille and raised characters.
- All controls or buttons on the inside of existing elevator control panel are mounted no higher than 48 inches above the floor.
- Emergency control buttons are mounted at 35 inches minimum height above the floor.
- Visual and audible indicators are provided in the interior of the car to indicate car position (floor/level).

P. Emergency Communications

- Emergency two-way communication systems are provided between the inside of the elevator and a monitored point outside.
- Emergency control buttons are located no higher than 35 inches above the elevator floor and at the bottom of the elevator control panel.
- Tactile symbols (raised characters) are provided on or next to the device.

Q. Drinking Fountains

- Where drinking fountains provided, there are two drinking fountains: one wheelchair accessible and one for persons who are standing.
- The wheelchair accessible drinking fountain provides a minimum knee clearance of 27 inches.
- There is a 30 by 48-inch clear floor space positioned for a forward approach to the wheelchair accessible fountain.
- The maximum height of the spout outlet for the lower drinking fountain is at 36 inches or less above the floor surface.
- The controls can be reached, easily manipulated with one hand, and operated with 5 pounds or less of force.

4. BATHROOMS

DOES FACILITY OFFER RESTROOMS FOR PUBLIC USE? IF "YES", COMPLETE THIS SECTION OF THE CHECKLIST.

A. Restroom Identification

- All accessible toilet rooms are clearly designated with a sign having the International Symbol of Accessibility and mounted on the latch side of the door; the bottom edge of the highest tactile characters are 60 inches max. and the lowest tactile characters are 48 inches min. from the floor surface.

B. Restroom Entrances

- The doorways of accessible toilet rooms have a minimum clear width (unobstructed opening) of 32 inches and maneuvering clearance perpendicular and parallel to the doorway which conforms to the requirements of section titled "Accessible Approach and Entrances (Exterior Routes)", Item #2 – I, J.

C. Turning Space

- There is adequate turning space for a wheelchair or other mobility devices inside the toilet room.

D. Lavatory Counter Heights and Knee/Toe Clearances

- There is at least one lavatory that provides a counter surface or rim of the lavatory which is no higher than 34 inches above the floor surface.
- The knee clearance space under the lavatory is at least 27 inches from the bottom of lavatory apron to the floor surface and 8 inches minimum from the front edge of the apron.
- Water supply, drain pipes and other objects installed under the lavatory provide at least 9 inches of toe clearance as measured from the floor surface.

E. Protective Pipe Covering

- Insulation or other protective covering is used on exposed hot water and drain pipes under the lavatories and sinks.

F. Lavatory and Sink Clear Floor Space

- There a minimum clear floor space (30 by 48 inches) provided in front of lavatories and sinks to allow for forward approach.
- The depth of toe clearance provided at lavatories and sinks extends at least 17 inches underneath the element.

G. Faucet Controls

- At accessible lavatories and sinks, the faucets are controlled by a hand lever, push button, or electronic control that is easily operated with one hand and not requiring more than 5 lb. of force or tight grasping, pinching, or twisting.
- The faucet control is hand-operating and metering and remains open for a minimum of ten seconds.

H. Lavatory and Countertop Mirrors

- a. Where mirrors are provided above lavatories or countertops, there is at least one mirror mounted so that the bottom edge of the reflective surface is no more than 40 inches above the floor surface. If not, what are the heights? _____

I. Dispensers in Restroom

- The soap and towel dispensers, and other accessories, are mounted at a height no greater than 48 inches to the highest control or operable part.

J. Toilet Seat Height and Distance from Toilet to Wall

- The top of the toilet seat is 17 inches minimum to 19 inches maximum measured from surface of the floor.
- The centerline of the toilet (water closet) is 16 inches minimum to 18 inches maximum from the side wall or partition.

K. Wheelchair Accessible Toilet Compartment

- At least one toilet stall is wheelchair accessible.
- Wheelchair accessible stall(s) provide a minimum depth of 56 inches (wall-mounted toilets)
- Wheelchair accessible stall(s) provide a minimum depth of 59 inches (floor-mounted toilets)
- Wheelchair accessible stall(s) provide a minimum width of 60 inches?

L. Ambulatory Accessible Toilet Compartment

- Six or more toilet compartments (stalls) are provided in the restroom. (or a combination of urinals and stalls totaling 6 or more)
- If yes, at least one ambulatory accessible toilet compartment (stall) is provided.
- The ambulatory stall is 35 to 37 inches wide and 60 inches minimum in depth.
- Two grab bars are provided that are 42 inches long and mounted at 33 to 36 inches above the floor.
- The space between the wall surface and each grab bar is 1-½ inches.

M. Urinals

- If more than one urinal is provided in the toilet room, at least one is mounted so the rim is no more than 17 inches above the floor and the back of the fixture is a minimum of 13-½ inches from the face of the rim.

N. Single – Occupant (“Family” or “Unisex”) Toilet Rooms

- The clearance (floor space) provided around the toilet (water closet) allows for side transfer from a wheelchair.
 - 60 inches minimum measured from the side wall
 - 56 inches minimum measured from the back of the wall

5. WAITING ROOMS, LOBBIES, AND COUNTERS

A. Accessible Routes

- All interior accessible routes to and through waiting rooms have a minimum clear, unobstructed width of 36 inches.
- All interior accessible routes to and through waiting rooms are free of protruding objects.

B. Signs in Waiting Rooms and Lobbies

- Directional signage is available that indicates the locations of accessible toilet rooms, elevators and other accessible rooms and features of the facility that are not within view.

C. Wheelchair Seating Spaces in Waiting Rooms and Lobbies

- There is adequate open floor space available for people who use wheelchairs and other mobility aids.

D. Service Counters

- The service desk allows a parallel approach for a person using a wheelchair or scooter.
- The service desk allows a forward approach for a person using a wheelchair or scooter.

E. Literature Display Racks

- Literature display racks are available, and they are within accessible reach ranges.
- If literature is available, there are braille options or auditory tapes for individuals who are blind or have low vision.