



NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION

1311 Clayton St., Springdale, Arkansas, 72762

• (479) 751 7125

• Fax: (479) 751 7150

• <http://nwarpc.org>

NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION

SELF-EVALUATION AND TRANSITION PLAN

Title II of Americans with Disabilities Act of 1990

And

Section 504 of the Rehabilitation Act of 1973

Approved by NWARPC: May 25, 2011

Updated spring 2015

Public Comment Period June 1 through July 15, 2015 – No public comment was received

Approved by NWARPC: December 1, 2015

This notice is in accordance with the 2035 Northwest Arkansas Regional Transportation Plan and the Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU), the Moving Ahead for Progress in the 21st Century (MAP-21), in cooperation with local agencies, the Arkansas State Highway and Transportation Department, the Missouri Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration. This report was funded in part through grant(s) from the Federal Highway Administration, the Federal Transit Administration, and/or the U.S. Department of Transportation. The views and opinions of the agency expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

NORTHWEST ARKANSAS REGIONAL PLANNING COMMISSION NOTICE OF NONDISCRIMINATION

The Northwest Arkansas Regional Planning Commission (NWARPC) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Celia Scott-Silkwood, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479) 751-7125, (Voice/TTY 7-1-1 or 1-800-285-1131) or the following email address: cscott-silkwood@nwarpc.org. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Celia Scott-Silkwood. Si necesita informacion en otro idioma, comuniquese Celia Scott-Silkwood, cscott-silkwood@nwarpc.org.

Table of Contents

| | |
|--|-----------|
| About Northwest Arkansas Regional Planning Commission and NARTS | 3 |
| Introduction and Statement of Commitment | 4 |
| Methodology for Self-Evaluation | 5 |
| Part 1. Evaluation of NWARPC Policies and Practices | 7 |
| I. ADA/504 Coordinator | 7 |
| II. Public Participation | 7 |
| III. Public Meeting and Opportunity for Comment | 8 |
| IV. Publications and Documents | 8 |
| V. NWARPC Web Site | 9 |
| VI. Grievance Procedure for NWARPC Employees | 9 |
| VII. Complaint Procedures for the General Public | 10 |
| Part 2. Evaluation of NWARPC Premises | 13 |
| Conclusions | 16 |
| Part 3. Transition Plan | 17 |
| Part 4. ADA Checklists for Existing Facilities | 19 |

The Purpose of the Self-Evaluation and Transition Plan

This Self-Evaluation and Transition Plan is a review of NWARPC's current policies, practices, and premises, for compliance with the applicable provisions of Title II of the Americans with Disabilities Act of 1990 28 CFR and Section 504 of the Rehabilitation Act of 1973.

About Northwest Arkansas Regional Planning Commission and NARTS

The Northwest Arkansas Regional Planning Commission (NWARPC) is a planning organization that serves local units of governments in Benton, Madison, and Washington Counties, Arkansas and a portion of McDonald County, Missouri.

Since its formation in 1966, the Northwest Arkansas Regional Planning Commission has been working toward making Northwest Arkansas a more desirable place to live and work. Act 26 of 1955 (which provided for the formation of NWARPC) states as its purpose, "... to make those studies and plans for the metropolitan area or region that will guide the unified development of the area, that will eliminate planning duplication and promote economy and efficiency in the coordinated development of the area and the general welfare and prosperity of its people."

This organization is also the designated Metropolitan Planning Organization (MPO) for transportation in the Fayetteville-Springdale-Rogers AR-MO Metropolitan Statistical Area (MSA). The Northwest Arkansas Regional Transportation Study area (NARTS) is the cooperative effort by participating governmental units, Arkansas State Highway and Transportation (AHTD), Missouri Department of Transportation (MoDOT), transportation and transit providers, and other interested parties to develop the long-range transportation plan for the metropolitan area.

Member Jurisdictions

| | | |
|----------------|-------------------|-----------------------|
| AHTD | AVOCA | BEAVER WATER DISTRICT |
| BELLA VISTA | BENTON COUNTY | BENTONVILLE |
| BETHEL HEIGHTS | CAVE SPRINGS | CENTERTON |
| DECATUR | ELKINS | ELM SPRINGS |
| FARMINGTON | FAYETTEVILLE | GARFIELD |
| GATEWAY | GENTRY | GOSHEN |
| GRAVETTE | GREENLAND | HIGHFILL |
| HINDSVILLE | HUNTSVILLE | JOHNSON |
| LINCOLN | LITTLE FLOCK | LOWELL |
| MADISON COUNTY | PEA RIDGE | PRAIRIE GROVE |
| ROGERS | SILLOAM SPRINGS | SPRINGDALE |
| SPRINGTOWN | ST. PAUL | SULPHUR SPRINGS |
| TONTITOWN | WASHINGTON COUNTY | WEST FORK |
| WINSLOW | PINEVILLE, MO | MoDOT |

Introduction and Statement of Commitment

As a recipient of federal funding, NWARPC must comply with a variety of federal and state legislative regulations, including:

- (1) 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304, and this part;
- (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (3) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (4) Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (5) 23 CFR part 230, regarding implementation of an equal employment opportunity program on Federal and Federal aid highway construction contracts;
- (6) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37 and 38;
- (7) In States containing nonattainment and maintenance areas, sections 174 and 175 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C., regarding the prohibition of discrimination based on gender;
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities; AND any other federal, state, and/or local laws, rules and regulations.

Regarding matters of discrimination, NWARPC falls under two federal laws, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (herein after ADA/504). These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities. In particular:

- The ADA prohibits discrimination on the basis of disability by public entities. Title I prohibits employment discrimination. Title II of ADA applies specifically to all activities of state and local governments, including MPOs, and requires that government entities give people with disabilities equal opportunity to benefit from all of the programs, services and activities that may be offered. NWARPC, as the MPO, must:
 - Adhere to the standards set forth in Title II, which includes physical accommodation (accessibility to buildings and meeting) and in policies, practices, and procedures.
 - Make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination.
 - Make reasonable accommodations in order to provide physical access to its building and meetings.
 - Make reasonable accommodations in order to communicate effectively with people who have hearing, vision or speech impairments.
- The Rehabilitation Act prohibits discrimination on the basis of disabilities in programs conducted by federal agencies, in programs receiving federal financial assistance, in federal employment and in the employment practices of federal contractors. 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 receives federal financial assistance. In general, 504 regulations include reasonable accommodation for employees with disabilities, program accessibility, and effective communication to people with impaired vision and hearing.

As an MPO, NWARPC is required to:

- ⇒ Apply ADA/504
- ⇒ Appoint an ADA/504 Coordinator
- ⇒ Provide a Statement of Commitment
- ⇒ Provide public notification of the Notice of Nondiscrimination
- ⇒ Perform an agency Self-Evaluation of 1) Policies and practices, 2) Physical Premises
- ⇒ Provide effective communication using auxiliary aids
- ⇒ Develop a Transition Plan.

Statement of Commitment

NWARPC is committed to complying with both the letter and spirit of the requirements set forth in ADA/504.

Methodology for Self-Evaluation

The NWARPC ADA/504 Coordinator, in consultation with an Advisory Committee and NWARPC staff, developed this document. The Coordinator and staff completed Self-Evaluation checklists for the existing facilities, including the parking lot, building approach and entrance, the toilet room, other building rooms, communications and telephone accessibility. The Advisory Committee members reviewed and made recommendations to the document, as well as to the Transition Plan (found in Part 3).

Advisory Committee Members:

Gary K. Smith, University of Arkansas
Jackie Crabtree, Mayor Pea Ridge
Joel Gardner, Ozark Regional Transit, Inc.
Mike Churchwell, City of Bentonville
Patsy Christie, City of Springdale
Sonny Hudson, Mayor Prairie Grove

This document is organized into four parts:

Part 1 is an evaluation of NWARPC's policies and practices, including the ADA/Coordinator; the Public Participation Plan; other publications; and the NWARPC Employee Handbook.

Part 2 is an evaluation of NWARPC's building, parking lot, and restroom facilities.

Part 3 is the Transition Plan which outlines the steps that will be taken to correct any deficiencies in NWARPC's policies and practices, as well as physical barriers to accessibility.

Part 4 contains the two *ADA Checklists for Existing Facilities* used by staff for the Self-Evaluation.

Public Comment –

In accordance with ADA/504 requirements and NWARPC's Public Participation Plan, the public was given a 45-day opportunity to review this document and provide written comment. Legal notice was placed in area newspapers. Email notification was provided to NWARPC Policy Committee and Technical Advisory Committee, member jurisdictions, local Spanish speaking news media, other state and local news media, and interested citizens. The Public Comment Notice and the document were also posted on the NWARPC website.

Invitation for Public Review and Comment on Northwest Arkansas Regional Planning's Self-Evaluation and Transition Plan

The public is invited to review and comment on Northwest Arkansas Regional Planning Commission's Draft Self-Evaluation and Transition Plan update. NWARPC is the metropolitan planning organization (MPO) for NW Arkansas.

Transportation legislation (SAFETEA-LU and MAP-21), Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973 requires that an MPO conduct a self-evaluation of its programs and facility accessibility, and to prepare a Transition Plan that describes any deficiencies, remedies, time-frame for carrying out remedies and approximate costs.

The public comment period will run from Monday, June 1, 2015 until close of business day on Wednesday, July 15, 2015. The Draft Self-Evaluation and Transition Plan are available for viewing on the NWARPC website, www.nwarpc.org, or at the NWARPC office located at 1311 Clayton, Springdale, AR 72764. Written comments should be submitted to Celia Scott-Silkwood, ADA/504/Title VI Coordinator, NWARPC, 1311 Clayton, Springdale, 72762. Comments may also be faxed to 479-751-7150 or emailed to cscott-silkwood@nwarpc.org. Call NWARPC at 479-751-7125 for more information.

NWARPC Notice of Nondiscrimination

The Northwest Arkansas Regional Planning Commission complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Celia Scott-Silkwood, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, 479-751-7125 (Voice/TTY 7-1-1 or 1-800-285-1131), or the following email address: cscott-silkwood@nwarpc.org. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Celia Scott-Silkwood. Si necesita informacion en otro idioma, comuniquese Celia Scott-Silkwood, cscott-silkwood@nwarpc.org.

Part 1. Evaluation of Policies and Practices

Following is a description of NWARPC's policies and practices that may affect people with disabilities.

I. ADA/504 Coordinator

The NWARPC's ADA/504 Coordinator performs the following tasks:

- Collaborates and coordinates ADA/504 compliance efforts with the staff. *NWARPC currently employs eight people. The Coordinator works closely with all the staff.*
- Serves as point of contact/liaison to the public on ADA/504 compliance issues. *Contact information is provided on all NWARPC publications and posted on the website (since fall 2010).*
- Establish and maintain collaborative relationships with critical external stakeholders, such as disability advocacy groups and government agencies. *All stakeholder groups and governmental agencies are notified of meetings, public input meetings, and document reviews.*
- Monitor the NWARPC policies, procedures, practices and processes with respect to ADA/504 compliance, identify shortcomings in compliance and develop remedies.
- Investigate and resolve complaints filed under the NWARPC's ADA/504 grievance procedures. *NWARPC's Grievance Procedures are described on page 9.*
- Monitor and update the implementation of the NWARPC's ADA/504 Self-Evaluation and Transition Plan.
- Provide or coordinate the provision of requested auxiliary aids and reasonable accommodations to individuals with disabilities.
- Perform ADA/504 program, process or compliance reviews; inspect facilities for accessibility.

II. Public Participation

NWARPC's Public Participation Plan (PPP) was initially approved in June 2007. A thorough update was completed and approved in September 2014. The PPP was developed to ensure that the transportation planning process complies with federal requirements for public involvement and participation. The PPP states, "This document outlines procedures that are designed to promote and encourage public participation and involvement in the transportation planning process. These procedures will provide opportunities for citizens, employers, and transportation providers to contribute ideas and opinions early and at every stage of the planning process. Efforts will be made to assure participation by traditionally underserved individuals, including elderly, low income and minority individuals, persons with disabilities, and persons with limited English proficiency."

The PPP further states that, "The NARTS (NWARPC) will, to the extent reasonable and practical, ensure that the PPP will address the requirements for MPO public involvement as identified in 23 CFR 450.316 Interested parties, participation, and consultation." The PPP also addresses the requirements of the Safe, Accountable, Flexible, Efficient Transportation Act: A Legacy for Users (SAFETEA-LU) as well as the Moving Ahead for Progress in the 21st Century Act (MAP-21), which was approved in July 2012.

The policies and strategies detailed in the PPP do not specifically address the requirements of ADA/504. However, the PPP does include a procedure for addressing complaints from the general public relating to discrimination due to a disability.

III. Public Meetings and Opportunity for Comment

All meetings held by NWARPC are open to the public. Most meetings are held in the conference room at the NWARPC office building. The conference room is fully accessible. The NWARPC office building is accessible to para-transit buses in order to provide accessibility to the disabled.

When meetings are held in other locations, NWARPC endeavors to assure that the facility is accessible, externally and internally. Most public input meetings are held on public transit bus lines, to allow non-drivers and disabled citizens to attend. Sign language interpreters are available for meetings if requested in advance of the meetings.

Documents can be made available in large print, on audiotape, or Braille, if requested in advance. All of this information is included in the NWARPC Notice of Nondiscrimination which is posted on the NWARPC website and included in all meeting legal notices published in area newspapers, including the local Spanish newspapers. These notices are posted in Spanish. Additionally, a poster with the Notice of Nondiscrimination is prominently displayed at all public input meetings.

IV. Publications and Documents

NWARPC includes a Notice of Nondiscrimination in all plans, studies and processes. Documents produced since September 2010 include the following statement:

NWARPC Notice of Nondiscrimination

The Northwest Arkansas Regional Planning Commission complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the NWARPC does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in NWARPC's programs and activities, as well as the NWARPC's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the NWARPC's nondiscrimination policies may be directed to Celia Scott-Silkwood, AICP, Regional Planner – EEO/DBE (ADA/504/Title VI Coordinator), 1311 Clayton, Springdale, AR 72762, (479-751-7125, (Voice/TTY 7-1-1 or 1-800-285-1131) or the following email address: cscott-silkwood@nwarpc.org. This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille. If information is needed in another language, contact Celia Scott-Silkwood. Si necesita informacion en otro idioma, comuniquese Celia Scott-Silkwood, cscott-silkwood@nwarpc.org.

Two documents that address the needs of people with disabilities are:

- The Public Participation Plan (approved in 2007, updated and approved 2014).
- The NWARPC Employee Handbook (updated in 2009, updated 2011).

The Public Participation Plan (PPP) is discussed on page 7. The Employee Handbook is discussed below in Section VI. Grievance Procedure for NWARPC Employees.

V. Website – www.nwarpc.org

NWARPC uses the Internet to provide information about and access to services. The following are deficiencies in the website:

- Some documents are not readable by vision-impaired people.
 - Recommendation: Ensure that all new and modified web pages and content are accessible. When posting documents on the website, provide them in Portable Document Format (PDF). PDF documents opened on the web browser in Acrobat Adobe reader have a zoom function allowing viewers to enlarge the print so as to be able to read comfortably.

VI. Grievance Procedure for NWARPC Employees

It is the intent of NWARPC to ensure that no qualified individual, because of a disability, is discriminated against with regard to any term or condition of employment, provided that such individual can perform the essential functions of the job with or without reasonable accommodation.

A **disability** is defined as (1) a physical or mental impairment that renders the individual unable to perform, or significantly limits the individual's ability to perform one or more major life activities as compared to an average person in the general population, (2) a record of such an impairment, or (3) being regarded as having such an impairment.

Qualified individual is defined as an individual with a disability who satisfied the requisite skill, experience, education and other job-related requirements of the employment such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

Reasonable accommodation is defined as a modification or adjustments to the job, the work environment, or the way things usually are done that enable a qualified person with a disability to enjoy an equal employment opportunity. NWARPC is not required to take such actions to accommodate that would result in undue financial and administrative burdens.

NWARPC, upon request, will provide reasonable accommodation to employee(s) in compliance with the ADA. Any employee who believes they need an accommodation in order to perform the essential functions of the job should notify their immediate supervisor. Requests will be handled on a case-by-case basis.

This internal grievance procedure has been adopted to provide for prompt and equitable resolution of complaints alleging any action prohibited by the US Department of Justice regulations, which implement Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act. Grievances should be filed with the ADA/504 Coordinator.

The Grievance Procedure consists of the following:

- 1) A complaint should be filed in writing (but can be submitted in alternate format due to the needs of an individual's disability), containing the name and address of the person filing it, and briefly describing the alleged violation of the regulations or discriminatory act.
- 2) A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination, which occurred before this grievance procedure was in place, will be considered on a case-by-case basis.)
- 3) An investigation, as may be appropriate, will follow the filing of a complaint and will be conducted by the ADA/504 Coordinator, with input from the Executive Director. These rules contemplate informal but thorough investigations, affording all interested parties and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- 4) The ADA/504 Coordinator will issue a written determination, as to the validity of the complaint and a description of the resolution, if any, and a copy will be forwarded to the Executive Director, along with the original complaint, no later than 30 days after its filing.
- 5) The ADA/504 Coordinator will maintain the files and records of NWARPC relating to all ADA/504 grievances/complaints filed.
- 6) The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA/504 complaint with the responsible federal department or agency, such as the US Department of Justice.
- 7) These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that NWARPC complies with the ADA/504 and implementing regulations.

VII. Complaint Procedures for the General Public

NWARPC has established a process for investigating and resolving complaints alleging disability discrimination related to MPO services, programs and its office. Regulations implementing provisions of Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 can be found at 49 CFR Parts 27 and 37, and 28 CFR Part 35.

NWARPC's ADA/504 Coordinator is responsible for overseeing investigations and responses to complaints of discrimination based on disability.

- Required complaint information includes:
 - ❑ Complainant's name, mailing address and daytime phone number.
 - ❑ Specific information relating to the incident in question: date, time, location, how the person was discriminated against based upon disability, and any other applicable details.

Complaints with incomplete information may result in delayed investigations and responses. NWARPC will not respond to complaints without the complainant's name and mailing address.

- Complaints may be submitted to NWARPC as follows:
 - By telephone to NWARPC, 479-751-7125. The ADA/504 Coordinator will speak to the

complainant and obtain detailed information relating to the complaint. Information obtained from the telephone interview will be recorded in writing and read to the complainant.

- In writing to the NWARPC ADA/504 Coordinator, Celia Scott-Silkwood, 1311 Clayton, Springdale, AR 72762. Complaints may also be faxed to 479-751-7150 or emailed to cscott-silkwood@nwarpc.org.
- In person at NWARPC, 1311 Clayton, Springdale, AR 72762. Normal office hours are from 8:00 am until 5:00 pm, Monday through Friday. It is advisable to call the ADA/504 Coordinator in advance to schedule an appointment.

Within three business days upon receipt of a complaint, a letter will be mailed to the complainant with the following information:

- Acknowledgment that the complaint has been received and is pending investigation.
- Estimated date by which a response will be sent to the complainant.

The ADA/504 Coordinator will investigate the complaint and respond in writing within a reasonable time, not to exceed 30 days from the receipt of the complaint. The response will provide information concerning the resolution of the complaint.

A record of all ADA/504 complaints will be maintained by NWARPC for a minimum of five years. Each record will include the name and address of the complainant, nature of the complaint, problems identified, resolution of the complaint and any resulting modification made to a NWARPC program, service or its office facility.

Northwest Arkansas Regional Planning Commission General/ADA/504/Title VI Complaint Form

Section I.

Name:

Address:

Telephone Numbers: Home/Cell) _____ (Work) _____

Email Address:

Accessible Format Requirements? Large Print ____ Audio tape ____ TDD ____ Other _____

Section II.

Are you filing this complaint on your own behalf? Yes ____ No ____

[If you answered "yes" to this question, go to **Section III.**]

If not, please supply the name and relationship of the person for whom you are complaining:

Please explain why you have filed for a third party.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes ____ No ____

Section III.

Have you previously filed a complaint with NWARPC? Yes____ No____

If yes, what was your Complaint Number? _____

[Note: This information is needed for administrative purposes; we will assign the same complaint number to the new complaint.]

Have you filed this complaint with any of the following agencies?

Transit Provider _____ Department of Transportation _____ Federal Transit Administration _____
Department of Justice _____ Equal Employment Opportunity Commission _____ Other _____

Have you filed a lawsuit regarding this complaint? Yes____ No____

If yes, please provide a copy of the complaint form.

[Note: This above information is helpful for administrative tracking purposes. However, if litigation is pending regarding the same issues, we defer to the decision of the court.]

Section IV.

Name of Agency complaint is against:

Contact person: _____ Title: _____

Physical Address:

Telephone number:

On separate sheets if necessary, please describe your complaint. You should include specific details such as names, dates, times, witnesses, location and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint.

Section V.

May we release a copy of your complaint to the Agency the complaint is against? Yes __ No __

May we release your identity to the Agency? Yes ____ No ____

Please sign here:

Date:

[Note – We cannot accept your complaint without a signature.]

[Administrative – Original Complaint Number _____]

Please mail your completed form to: ADA/504/Title VI Program Coordinator, NWARPC, 1311 Clayton Street, Springdale, AR 72762

Section VI.

May we release a copy of your complaint to the Agency the complaint is against? Yes __ No __

May we release your identity to the Agency? Yes ____ No ____

Please sign here:

Date:

[Note – We cannot accept your complaint without a signature.]

[Administrative – Original Complaint Number _____]

Please mail your completed form to: ADA/504/Title VI Program Coordinator, NWARPC, 1311 Clayton Street, Springdale, AR 72762

Part 2. Evaluation of NWARPC Premises

The Evaluation of Premises is based upon the *ADA Checklist for Existing Facilities*. The numbering system below follows the Checklist format. If a number is missing it indicates that the question being asked was Not Applicable to the NWARPC premises. For a full explanation of the Checklists and their use in the evaluation of NWARPC premises, please see Part 4.

NWARPC leases 5,952 square feet of single-story building space at 1311 Clayton, Springdale, AR 72762.

CHECKLIST #1 – APPROACH AND ENTRANCE

1.1 All routes from site arrival points do not require the use of stairs.

Parking

- 1.2 There are an adequate number of accessible spaces; 1 per 25 spaces.
- 1.3 One space is van accessible.
- 1.4 Accessible space measures 17.5' by 22'.
- 1.5 The van accessible space measures 17.5' by 22'.
- 1.7 The access aisle is marked so as to discourage parking in them.
- 1.8 The slope of the accessible parking space and access aisle is no steeper than 1:48.
- 1.9 The access aisle joins an accessible route.
- 1.10 The accessible space is identified with a sign that includes the International Symbol of Accessibility and the bottom of the sign is at least 60" above the ground.
- 1.11 There is a sign that reads "van accessible" at the van accessible space.
- 1.12 The accessible space is located on the closest accessible route to the accessible entrance.

Exterior Accessible Route

- 1.13 The route is stable, firm and slip-resistant.
- 1.14 The route is at least 36" wide.
- 1.17 The running slope is no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run.
- 1.18 The cross slope is no steeper than 1:48.

Entrance

- 1.37 The main entrance is accessible.
 - 1.39 The inaccessible entrances have signs indicating the location of the nearest accessible entrance.
 - 1.40 Not all the entrances are accessible, and there is a sign at the accessible entrance with the International Symbol of Accessibility.
 - 1.41 The clear opening width of the accessible entrance door is at least 32", between the face of the door and the stop, when the door is open 90 degrees.
 - 1.42 On the front approach to the pull side of the door, there IS NOT the required 18" of maneuvering clearance beyond the latch side, but the 60" inches clear depth is available.
On both sides of the door the ground or floor surface of the maneuvering clearance is level.
 - 1.43 The vertical threshold is no more than ½" high with the top ¼" beveled no steeper than 1:2.
-

- 1.44 The door IS NOT equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist.
- 1.45 The operable parts of the door hardware are no less than 34" and no greater than 48" above the floor or ground surface.
- 1.48 The carpets or mats provided at the building entrance are no higher than ½" thick.
- 1.49 The edges of carpets or mats ARE NOT securely attached to minimize tripping hazards.

CHECK LIST #2 – TOILET ROOMS

- 3.1 At least one toilet room, out of three, is available to the public.
- 3.2 There ARE NO signs at inaccessible toilet rooms that give directions to accessible toilet rooms. This is because the accessible and inaccessible toilet rooms are next door to each other and their signs share the same wall.
- 3.3 There is a sign at the accessible toilet room with the International Symbol of Accessibility.
- 3.4 There is an accessible route to the toilet room.

Sign at Toilet Rooms

- 3.5 Text characters contrast with their backgrounds.
Text characters are raised.
The sign is mounted on the wall on the latch side of the door.
The sign is at least 18" x 18" centered on the tactile characters, with clear floor space beyond the arc of the door swing between the closed position and the 45 degree open position.
The baseline of the lowest character is at least 48" above the floor and the baseline of the highest character is no more than 60" above the floor.

Entrance

- 3.6 The door opening width is at least 32" clear, between the face of the door and the stop, when the door is open 90 degrees.
- 3.7 There is a front approach to the pull side of the door. There is at least 18" of maneuvering clearance beyond the latch side if the door, plus 60" clear depth.
On both sides of the door, the floor surface of the maneuvering clearance level is no steeper than 1:48.
- 3.9 The door is equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist.
- 3.10 The operable parts of the door hardware are mounted no less than 34" and no greater than 48" above the floor.
- 3.11 The door can be easily opened.

In the Toilet Room

- 3.16 There is a clear path to at least one of each type of fixture.
- 3.17 There is clear floor space available for a person in a wheelchair to turn around.
- 3.19 On the mirror over the lavatory, the bottom edge of the reflecting surface is no higher than 40" above the floor.

Lavatories – The 2010 Standards refer to sinks in toilet rooms as lavatories

- 3.21 The lavatory has a clear floor space for a forward approach at least 30" wide and 48" long.
 - 3.22 No less than 17" and no greater than 25" of the clear floor space extends under the lavatory.
 - 3.23 The front of the lavatory is no more than 34" above the floor.
-

- 3.24 There is at least 27" clearance from the floor to the bottom of the lavatory that extends at least 8" under the lavatory for knee clearance.
- 3.25 The toe clearance is at least 9" high.
- 3.26 The pipes below the lavatory are insulated.
- 3.27 The faucet can be operated without tight grasping, pinching, or twisting of the wrist.
The force required to activate the faucet is no greater than 5 pounds.

Soap Dispensers and Hand Dryers

- 3.28 There is an ADA compliant soap dispenser located in the toilet room, mounted no more than 48" from the floor.
- 3.29 The operable parts of the towel dispenser are not over an obstruction and is no higher than 48" above the floor.
The operable parts of the towel dispenser can be operated without tight grasping, pinching, or twisting of the wrist.
The force required to release a paper towel is no greater than 5 pounds.

Water Closets in Single-User Toilet Rooms and Compartments (Stalls) – The 2010 Standards refer to toilets as water closets

- 3.30 The centerline of the water closet is no less than 16" and no greater than 18" from the side wall.
- 3.31 The clearance provided around the water closet measures at least 60" from the side wall and at least 56" from the rear wall.
- 3.32 The height of the water closet is no less than 17" and no greater than 19" above the floor measured to the top of the seat.
- 3.33 There is a grab bar at least 42" long on the side wall.
The space between the wall and grab bar is at least 1.5".
- 3.34 There is a grab bar at least 36" long on the rear wall.
The grab bar extends at least 12" from the centerline of the water closet on one side.
The grab bar extends at least 24" on the other side.
The grab bar is mounted no less than 33" and no greater than 36" above the floor to top of the gripping surface.
The space between the wall and the grab bar is 1½".
- 3.35 The hand operated flush control operable part is located no higher than 48" above the floor.
- 3.36 The hand operated flush control can be operated with one hand and without tight grasping, pinching, or twisting of the wrist.
The force required to activate the flush control is no greater than 5 pounds.
- 3.37 The flush control is on the open side of the water closet.
- 3.40 The free-standing toilet paper dispenser allows for continuous paper flow.

Additional Self-Evaluation Items Not Found on the Checklists

Building Corridors

- The paths of travel are free of obstruction and are all over 36" wide.
- All floor surfaces are stable, firm and slip resistant.

Conference Room

- The Conference Room is completely accessible, including doorways, floors, tables, and access to the accessible restroom.

Kitchen

- The kitchen entrance is accessible. The refrigerator is accessible, although the icemaker is not. The sink, stove, coffee maker, and utensils are accessible. There is not enough room to turn a wheelchair around, so one must back out of the kitchen.

Offices

- All offices have 36" doorways and ¼" thresholds.
- The reception area counter is 42" high. However, immediately around the corner is the doorway into the reception office, and there is room for a wheelchair to maneuver.

Communications

- Not all images are properly captioned to accommodate reader software for vision-impaired people.

Telephone Accessibility

- Hearing impaired general public may use the Voice/TTY 7-1-1 or 1-800-285-1131 telephone relay system.

Conclusions

Deficiencies noted within this Self-Evaluation are recorded in the Transition Plan, along with recommended remedies and a time frame for making the recommended improvements.

Part 3. Transition Plan

Title II of the Americans with Disabilities Act of 1990 And Section 504 of the Rehabilitation Act of 1973 Transition Plan

As a recipient of federal funding, NWARPC must comply with a variety of federal and state legislative regulations. Regarding matters of discrimination, NWARPC falls under two federal laws, Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (herein after ADA/504). These statutes prohibit public agencies from discriminating against any person with disabilities by excluding them from services, programs, or activities.

Transportation legislation (SAFETEA-LU and MAP-21) requires that MPOs conduct a Self-Evaluation of its programs and facility accessibility, and to develop a Transition Plan that describes any deficiencies, remedies, time frame for carrying out remedies and approximate costs. NWARPC conducted a Self-Evaluation of its policies and practices, in addition to its physical premises, in spring 2015. This Transition Plan was developed as a result of the Self-Evaluation.

NWARPC currently rents the building housing its offices. While the landlord has completed improvements to increase access by persons with disabilities, some of the following deficiencies are of the magnitude that the cost to make the improvement is very prohibitive. NWARPC is actively looking for a newer rental building with up-to-date ADA facilities to relocate to.

Entrance

Deficiency:

1.42 On the front approach to the pull side of the door, there IS NOT the required 18" of maneuvering clearance beyond the latch side, but the 60" inches clear depth is available.

Remedy:

- Remove obstructions
 - Reconfigure walls
 - Add automatic door opener
 - Approximate cost – Unknown as this requires major structural work
 - Time frame – July 2019; this would require substantial structural work to the entire front of the building and would be the **responsibility of the owner** of the building to complete. NOTE: During office hours, there is always someone in the front office with a clear view of the front door; therefore assistance is available to anyone who is not able to open the front door.
-

Deficiency:

1.44 The door IS NOT equipped with hardware that is operable with one hand and does require tight grasping, pinching or twisting of the wrist.

Remedy:

- Replace inaccessible hardware with lever, loop or push hardware
- Approximate cost - \$40.00 for a Doorknob Lever Adaptor
- Time frame – August 2015
- Add automatic door opener
- Approximate cost – Unknown as this would require a new door
- Time frame – July 2019; this would require changing the door, the door frame, and most probably the approach to the door and would be the **responsibility of the owner** of the building to complete. NOTE: During office hours, there is always someone in the front office with a clear view of the front door; therefore assistance is available to anyone who is not able to open the front door.

Part 4. ADA Checklists for Existing Facilities

This Self-Evaluation involves a systematic review by NWARPC staff of existing facilities based upon the *ADA Checklists for Existing Facilities, Priority 1 – Approach and Entrance* and *Priority 3 – Toilet Rooms*. The checklists were produced by the New England ADA Center, ADAinfo@NewEnglandADA.org, a project of the Institute for Human Centered Design, www.HumanCenteredDesign.org, and a member of the ADA National Network, www.ADAchecklist.org. These checklists are based on the 2010 ADA Standards for Accessible Design.

Please see the Checklists on the following pages.

ADA Checklist for Existing Facilities

Priority 1 – Approach & Entrance

Based on the 2010 ADA Standards for Accessible Design



Project NWARPC SELF-EVALUATION

Building OFFICE

Location 1311 CLAYTON, SPRINGDALE, AR 72762

Date JANUARY 5, 2015

Surveyors NWARPC STAFF

Contact Information 479-751-7125

An accessible route from site arrival points and an accessible entrance should be provided for everyone.



Institute for Human Centered Design
www.HumanCenteredDesign.org

2014



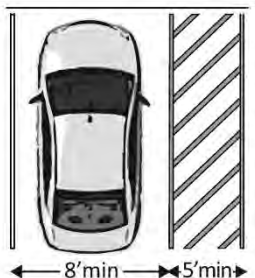
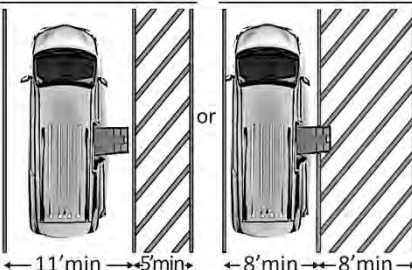
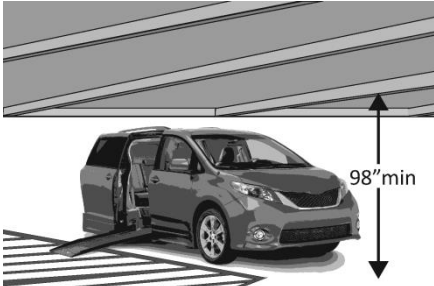
ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

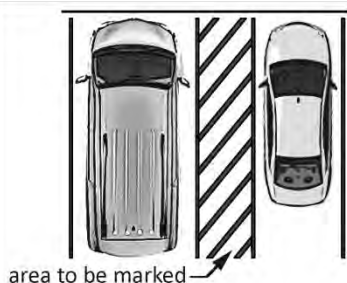

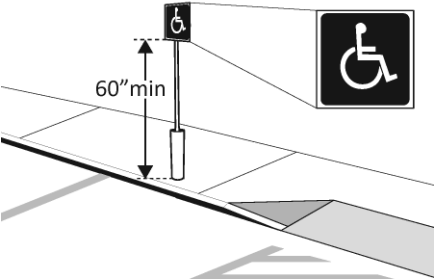
This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.



Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

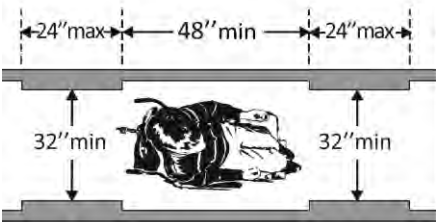
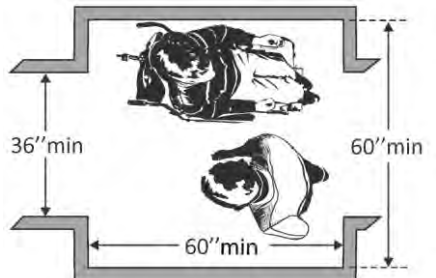
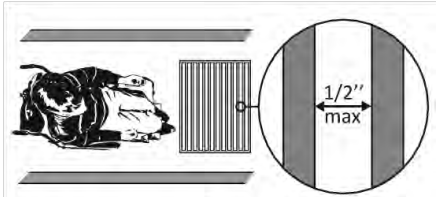
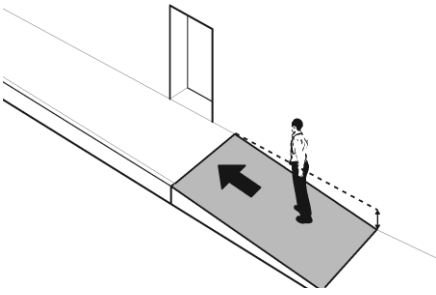
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

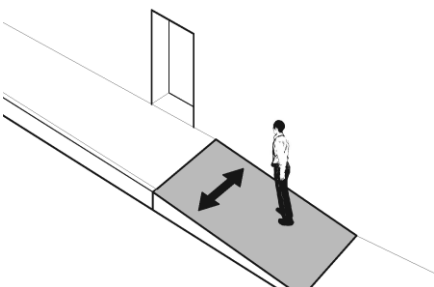
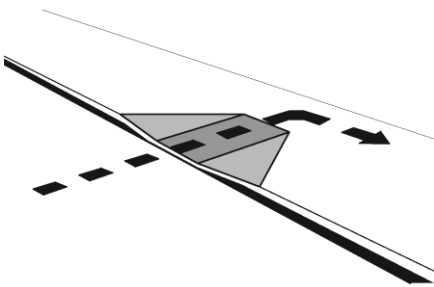
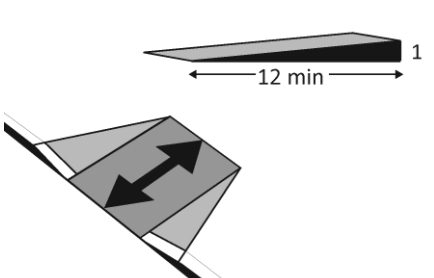
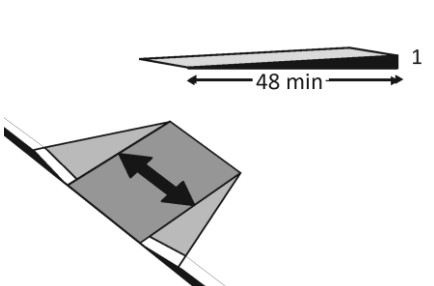
| Priority 1 – Approach & Entrance | | | Comments | Possible Solutions | | | | | | | | | | | | |
|--|--|---|--------------|---|--------|---|---------|---|---------|---|----------|---|-------------------------------|--|----------|---|
| 1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks and public transportation stops) that does not require the use of stairs? [See 2010 ADA Standards for Accessible Design – 206.2.1] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, location of route: Front sidewalk to front door | | Photo #: | <ul style="list-style-type: none"> • Add a ramp • Regrade to 1:20 maximum slope • Add a lift if site constraints prevent other solutions | | | | | | | | | | | | |
| Parking Accessible parking spaces should be identified by size, access aisle and signage. | | | | | | | | | | | | | | | | |
| 1.2 If parking is provided for the public, are an adequate number of accessible spaces provided? [208.2] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Total #: 25 Accessible #: 1 | <table border="1"> <thead> <tr> <th>Total Spaces</th> <th>Accessible Spaces</th> </tr> </thead> <tbody> <tr> <td>1 - 25</td> <td>1</td> </tr> <tr> <td>26 - 50</td> <td>2</td> </tr> <tr> <td>51 - 75</td> <td>3</td> </tr> <tr> <td>76 - 100</td> <td>4</td> </tr> <tr> <td colspan="2">100+ see 2010 Standards 208.2</td> </tr> </tbody> </table> | Total Spaces | Accessible Spaces | 1 - 25 | 1 | 26 - 50 | 2 | 51 - 75 | 3 | 76 - 100 | 4 | 100+ see 2010 Standards 208.2 | | Photo #: | <ul style="list-style-type: none"> • Reconfigure by repainting lines • • |
| Total Spaces | Accessible Spaces | | | | | | | | | | | | | | | |
| 1 - 25 | 1 | | | | | | | | | | | | | | | |
| 26 - 50 | 2 | | | | | | | | | | | | | | | |
| 51 - 75 | 3 | | | | | | | | | | | | | | | |
| 76 - 100 | 4 | | | | | | | | | | | | | | | |
| 100+ see 2010 Standards 208.2 | | | | | | | | | | | | | | | | |
| 1.3 Of the accessible spaces, is at least one a van accessible space? * [208.2.4] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | *For every 6 or fraction of 6 parking spaces required by the table above, at least 1 should be a van accessible space. | Photo #: | <ul style="list-style-type: none"> * If constructed before 3/15/2012, parking is compliant if at least 1 in every 8 accessible spaces is van accessible • Reconfigure by repainting lines | | | | | | | | | | | | |

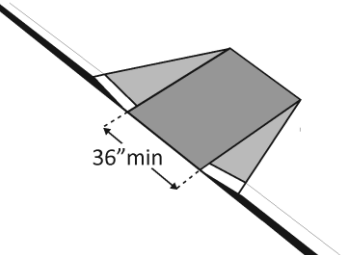
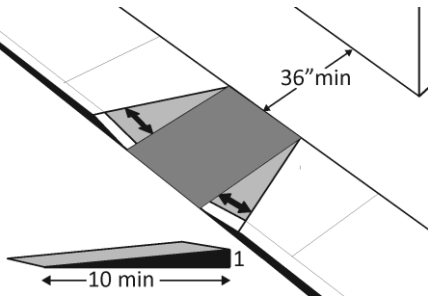
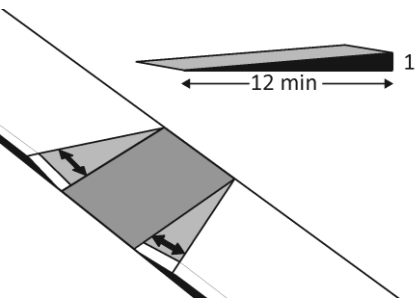
| | | | | |
|--|---|---|--|--|
| <p>1.4 Are accessible spaces at least 8 feet wide with an access aisle at least 5 feet wide? [502.2, 502.3]</p> <p>Note: Two spaces may share an access aisle. Check state/local requirements; some specify that each space have its own aisle.</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 17.5 x 22</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Reconfigure by repainting lines • • |
| <p>1.5 Is the van accessible space:</p> <p>At least 11 feet wide with an access aisle at least 5 feet wide? Or At least 8 feet wide with an access aisle at least 8 feet wide? [502.2]</p> | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 17.5 x 22</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • • |
| <p>1.6 Is at least 98 inches of vertical clearance provided for the van accessible space? [502.5]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>There is no overhead structure.</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Reconfigure to provide van-accessible space(s) • • |

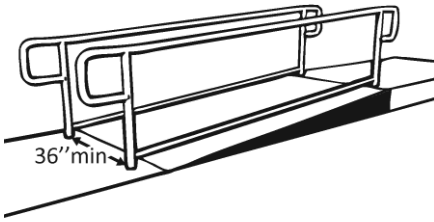
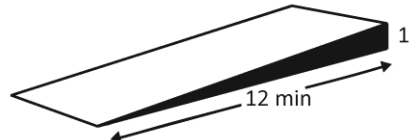
| | | | | |
|--|---|--|-----------------|---|
| <p>1.7 Are the access aisles marked so as to discourage parking in them? [502.3.3]</p> <p>Note: The marking method and color may be addressed by state/local requirements.</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Mark access aisles • • |
| <p>1.8 Is the slope of the accessible parking spaces and access aisles no steeper than 1:48 in all directions? [502.4]</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: | | <p>Photo #:</p> | <ul style="list-style-type: none"> • Regrade surface • • |
| <p>1.9 Do the access aisles adjoin an accessible route? [502.3]</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Create accessible route • Relocate accessible space • |
| <p>1.10 Are accessible spaces identified with a sign that includes the International Symbol of Accessibility?</p> <p>Is the bottom of the sign at least 60 inches above the ground? [502.6]</p> <p>Note: The International Symbol of Accessibility is not required on the ground.</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 64" |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Install signs • • |

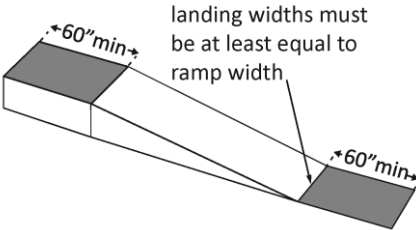
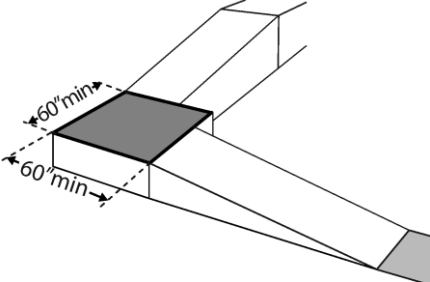
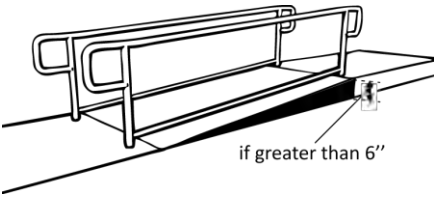
| | | | | |
|---|--|--|-----------------|--|
| <p>1.11 Are there signs reading “van accessible” at van accessible spaces? [502.6]</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Install signs • • |
| <p>1.12 Of the total parking spaces, are the accessible spaces located on the closest accessible route to the accessible entrance(s)? [208.3.1]</p> <p>Note: If parking serves multiple entrances, accessible parking should be dispersed.</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | <p>Photo #:</p> | <ul style="list-style-type: none"> • Reconfigure spaces • • |
| <p>Exterior Accessible Route</p> | | | | |
| <p>1.13 Is the route stable, firm and slip-resistant? [302.1]</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | <p>Photo #:</p> | <ul style="list-style-type: none"> • Repair uneven paving • Fill small bumps and breaks with patches • Replace gravel with asphalt or other surface |
| <p>1.14 Is the route at least 36 inches wide? [403.5.1]</p> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 60" |  | | <ul style="list-style-type: none"> • Change or move landscaping, furnishings or other items • Widen route • |

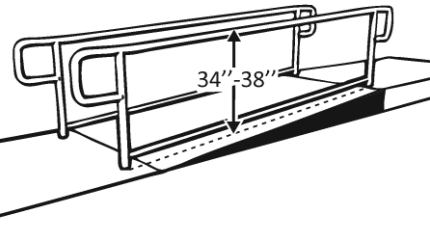
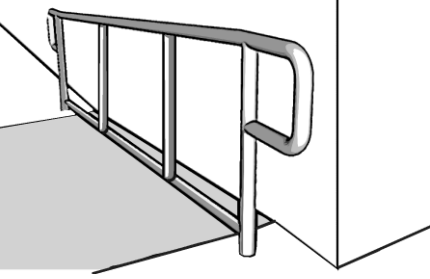
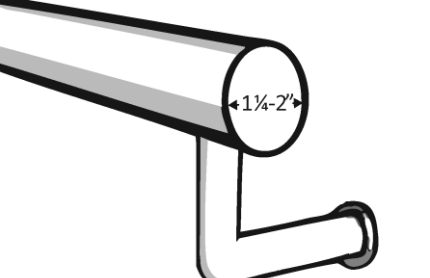
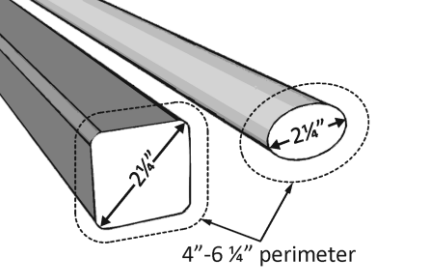
| | | | | |
|---|---|--|--|---|
| <p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p> | |  | <p>Photo #:</p> | |
| <p>1.15 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 10' x 5'</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Widen route for passing space • • |
| <p>1.16 If there are grates or openings on the route, are the openings no larger than 1/2 inches? Is the long dimension perpendicular to the dominant direction of travel? [302.3]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>NA: No grates on the route.</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Replace or move grate • • |
| <p>1.17 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: At 57" there is 2" height</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Regrade to 1:20 max. • • |

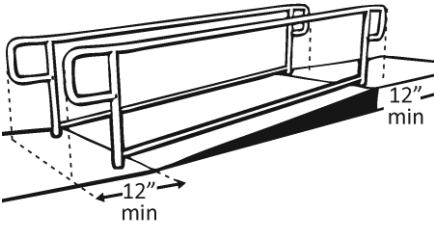
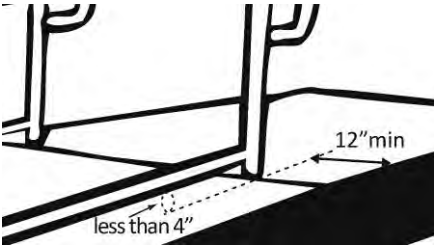
| | | | | |
|---|--|--|---------------------------|--|
| <p>1.18 Is the cross slope no steeper than 1:48? [403.3]</p> | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Regrade to 1:48 max. • • |
| <p>Curb Ramps</p> | | | | |
| <p>1.19 If the accessible route crosses a curb, is there a curb ramp? [402.2]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Install curb ramp • • |
| <p>1.20 Is the running slope of the curb ramp no steeper than 1:12, i.e. for every inch of height change there are at least 12 inches of curb ramp run? [406.1, 405.2]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Regrade curb ramp • • |
| <p>1.21 Is the cross slope of the curb ramp, excluding flares, no steeper than 1:48? [406.1, 405.3]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Regrade curb ramp • • |

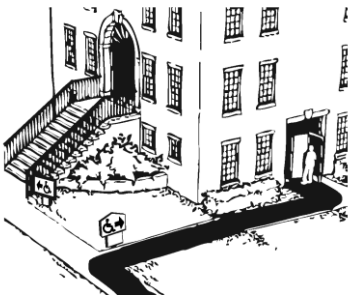


| | | | | |
|--|---|---|---------------------------|--|
| <p>1.22 Is the curb ramp, excluding flares, at least 36 inches wide? [406.1, 405.5]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Widen curb ramp • • |
| <p>1.23 At the top of the curb ramp is there a level landing (slope no steeper than 1:48 in all directions) that is at least 36 inches long and at least as wide as the curb ramp? [406.4]</p> <p>If there are curb ramp flares, are the slopes of the flares no steeper than 1:10, i.e. for every inch of height change there are at least 10 inches of flare run? [406.3]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Reconfigure • Add ramp flares • |
| <p>1.24 If the landing at the top is less than 36 inches long, are there curb ramp flares?</p> <p>Are the slopes of the flares no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of flare run? [406.4]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Add ramp flares • Regrade flares • |

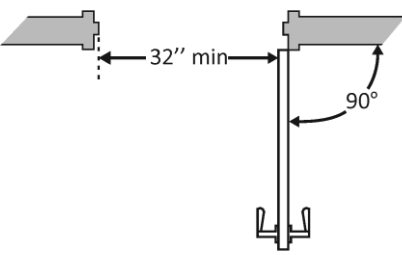
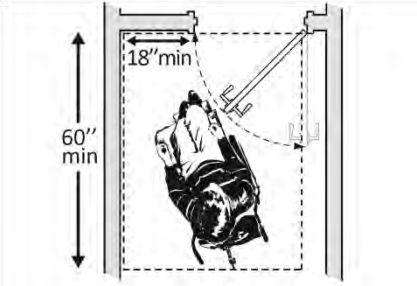
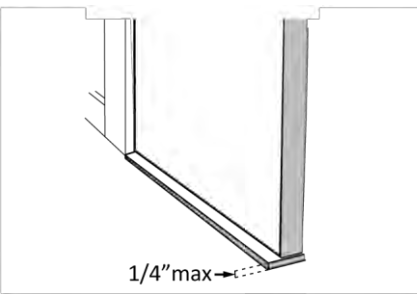
| Ramps If any portion of the accessible route is steeper than 1:20, it should be treated as a ramp. | | | | |
|---|--|---|------------------------|---|
| <p>1.25 If there is a ramp is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Alter ramp • • |
| <p>1.26 Is the surface stable, firm and slip resistant? [405.4]</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: | | NA Photo #: | <ul style="list-style-type: none"> • Resurface ramp • • |
| <p>1.27 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when such slopes are necessary due to space limitations.</p> | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Relocate ramp • Lengthen ramp to decrease slope • |

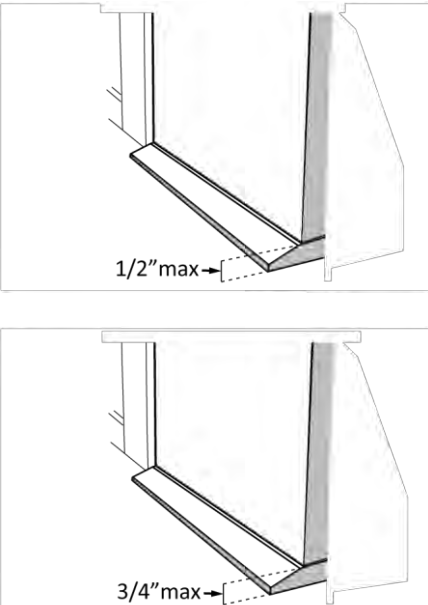
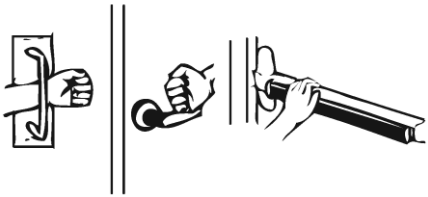
| | | | | |
|--|---|---|---------------------------|--|
| <p>1.28 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>At the bottom of the ramp?</p> <p>[405.7.2, 405.7.3]</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Alter ramp • Relocate ramp • |
| <p>1.29 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches?</p> <p>[405.7.4]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Alter ramp • Increase landing size • |
| <p>1.30 If the ramp has a rise higher than 6 inches, are there handrails on both sides?</p> <p>[405.8]</p> <p>Note: Curb ramps are not required to have handrails.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Add handrails • • |

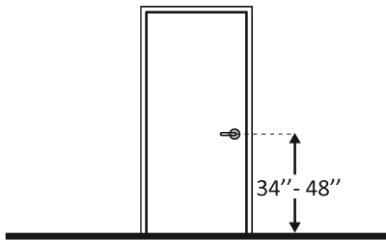
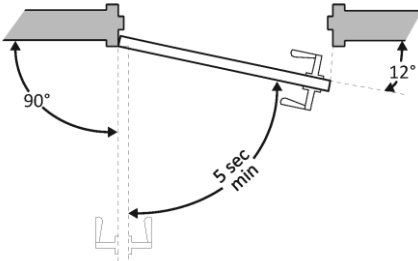
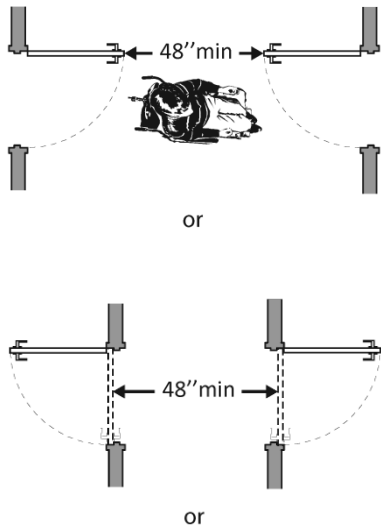
| | | | | |
|--|--|--|------------------------|---|
| 1.31 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Reconfigure or replace handrails • Adjust handrail height • |
| 1.32 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3] If there are obstructions, is the bottom of the gripping surface obstructed no greater than 20%? [505.6] | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Reconfigure or replace handrails • • |
| 1.33 If the handrail gripping surface is circular, is it no less than 1 ¼ inches and no greater than 2 inches in diameter? [505.7.1] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Replace handrails • • |
| 1.34 If the handrail gripping surface is non-circular: Is the perimeter no less than 4 inches and no greater than 6 ¼ inches? | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Replace handrails • • |

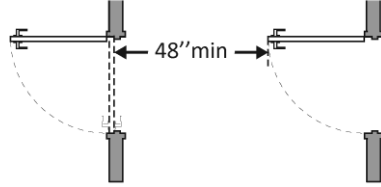

| | | | | |
|--|---|---|---------------------------|---|
| <p>Is the cross section no greater than 2¼ inches? [505.7.2]</p> | | | <p>Photo #:</p> | |
| <p>1.35 Does the handrail:</p> <p>Extend at least 12 inches horizontally beyond the top and bottom of the ramp?</p> <p>Return to a wall, guard, or landing surface? [505.10.1]</p> <p>Note: If a 12 inch extension would be a hazard (in circulation path) it is not required.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Alter handrails • • |
| <p>1.36 To prevent wheelchair casters and crutch tips from falling off:</p> <p>Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width • |

| Entrance | | | | |
|----------|--|---|---|---|
| 1.37 | Is the main entrance accessible? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | <ul style="list-style-type: none"> • Redesign to make it accessible • • |
| 1.38 | <p>If the main entrance is not accessible, is there an alternative accessible entrance?</p> <p>Can the alternative accessible entrance be used independently and during the same hours as the main entrance?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> |  <p>Photo #:</p> | <ul style="list-style-type: none"> • Designate an entrance and make it accessible • Ensure that accessible entrance can be used independently and during the same hours as the main entrance • |
| 1.39 | Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance? [216.6] | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  <p>Photo #:</p> | <ul style="list-style-type: none"> • Install signs • Install signs on route before people get to inaccessible entrances so that people do not have to turn around and retrace route • |
| 1.40 | If not all entrances are accessible, is there a sign at the accessible entrance with the International Symbol of Accessibility? [216.6] | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  <p>Photo #:</p> | <ul style="list-style-type: none"> • Install sign • • |

| | | | | |
|--|---|--|-----------------|---|
| <p>1.41 Is the clear opening width of the accessible entrance door at least 32 inches, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 36"</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Alter door • Install offset hinges • |
| <p>1.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus at least 60 inches clear depth?</p> <p>Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p> <p>On both sides of the door, is the ground or floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p> | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 13" X 60"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Remove obstructions • Reconfigure walls • Add automatic door opener |
| <p>1.43 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Remove or replace threshold • • |

| | | | | |
|---|---|---|-----------------|---|
| <p>after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than $\frac{3}{4}$ inch high with the top $\frac{1}{2}$ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first $\frac{1}{4}$ inch of the $\frac{1}{2}$ or $\frac{3}{4}$ inch threshold may be vertical; the rest must be beveled.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>Photo #:</p> | |
| <p>1.44 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p> | <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener • |

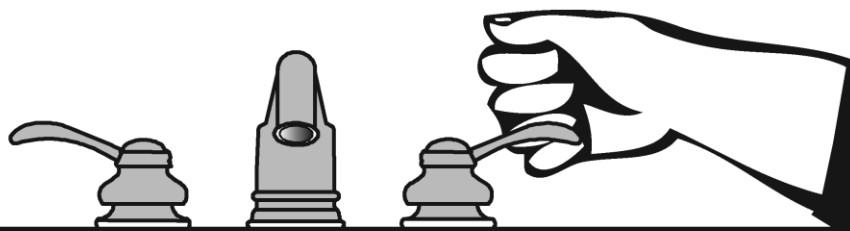
| | | | | |
|---|---|---|------------------------|---|
| 1.45 Are the operable parts of the door hardware no less than 34 inches and no greater than 48 inches above the floor or ground surface? [404.2.7] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | Photo #: | <ul style="list-style-type: none"> • Change hardware height • • |
| 1.46 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Adjust closer • • |
| 1.47 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA | <ul style="list-style-type: none"> • Remove inner door • Change door swing • |

| | | | | |
|--|---|--|----------|---|
| | |  | Photo #: | |
| 1.48 If provided at the building entrance, are carpets or mats no higher than ½ inch thick? [302.2] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 1/4" |  | Photo #: | <ul style="list-style-type: none"> • Replace or remove mats • • |
| 1.49 Are edges of carpets or mats securely attached to minimize tripping hazards? [302.2] | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | Photo #: | <ul style="list-style-type: none"> • Secure carpeting or mats at edges • • |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Photo #: | <ul style="list-style-type: none"> • • • |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Photo #: | <ul style="list-style-type: none"> • • • |

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design



Project NWARPC SELF-EVALUATION

Building OFFICE

Location 1311 CLAYTON, SPRINGDALE, AR 72762

Date JANUARY 5, 2015

Surveyors NWARPC STAFF

Contact Information 479-751-7125

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



Institute for Human Centered Design
www.HumanCenteredDesign.org

2014





ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

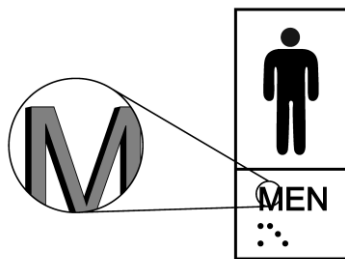
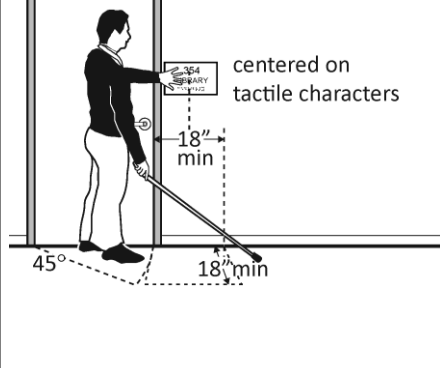
Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

| Priority 3 – Toilet Rooms | | Comments | Possible Solutions |
|--|---|--|---|
| 3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks - 606.2. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Photo #: | <ul style="list-style-type: none"> • Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room • |
| 3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8] | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  Photo #: | <ul style="list-style-type: none"> • Install signs • • |
| 3.3 If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  Photo #: | <ul style="list-style-type: none"> • Install sign • • |
| Accessible Route | | | |

| | | | | |
|---|--|--|-----------------|---|
| <p>3.4 Is there an accessible route to the accessible toilet room? [206.2.4]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | | <p>Photo #:</p> | <ul style="list-style-type: none"> • Alter route • • |
|---|--|--|-----------------|---|

Signs at Toilet Rooms

| | | | |
|--|---|--|---|
| <p>3.5 Do text characters contrast with their backgrounds? [703.5]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | | |
| <p>Are text characters raised? [703.2]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | | |
| <p>Is there Braille? [703.3]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | |
| <p>Is the sign mounted: On the wall on the latch side of the door? [703.4.2]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> | | |
| <p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices.</p> | | | |
| <p>With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? *</p> <p>[703.4.2]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 9" ON CENTER</p> |  | <ul style="list-style-type: none"> • Install tactile sign • Relocate sign • <p>*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required</p> |

So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? *

[703.4.1]

Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.

☒ Yes ☐ No

Measurement:
55.75"

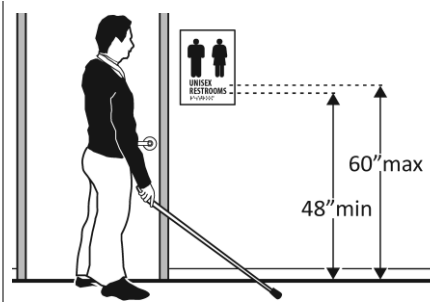


Photo #:

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required

Entrance

3.6 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?

[404.2.3]

☒ Yes ☐ No

Measurement:
35"

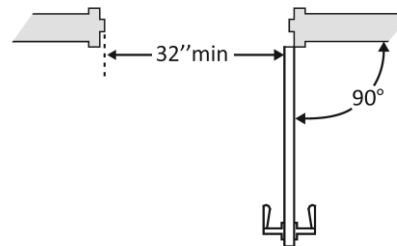


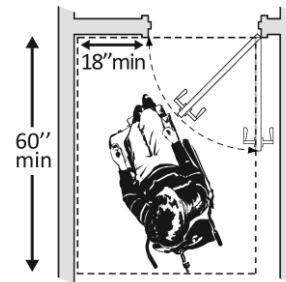
Photo #:

- Install offset hinges
- Alter the doorway
-

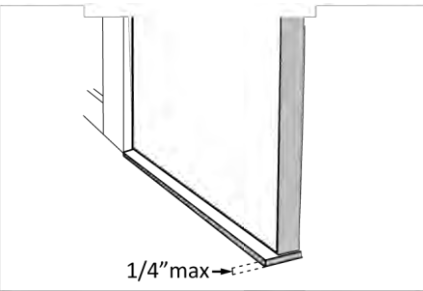
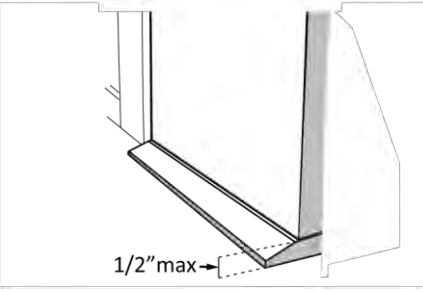
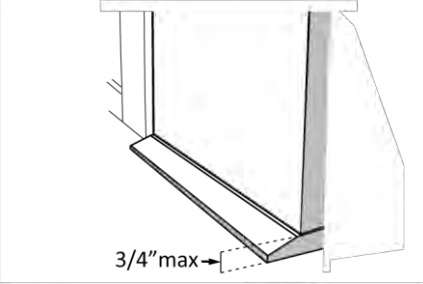
3.7 If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?

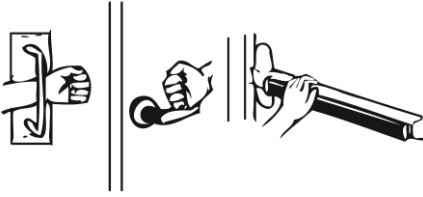
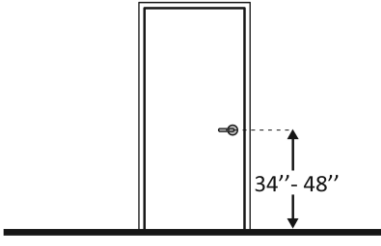
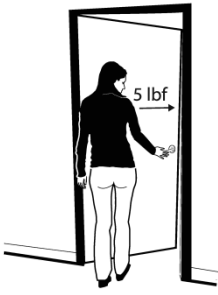
☒ Yes ☐ No

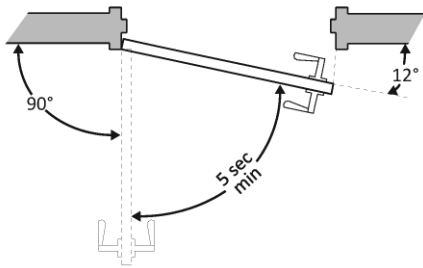
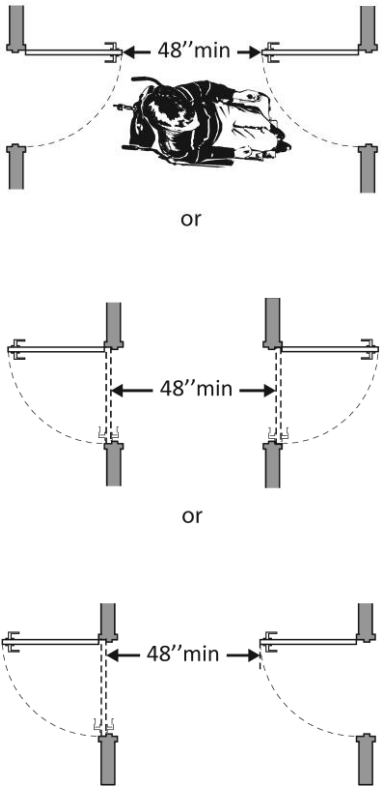
Measurement:
32"



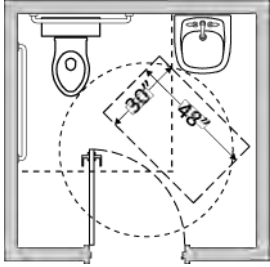
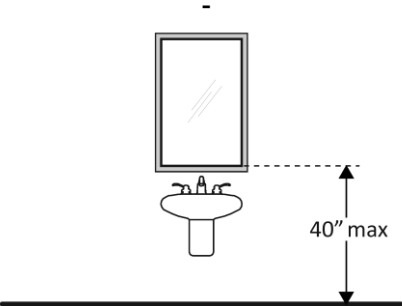
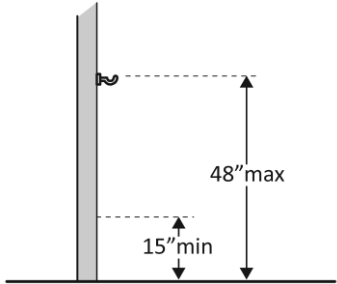
- Remove obstructions
- Reconfigure walls
- Add automatic door opener

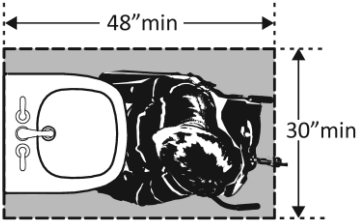
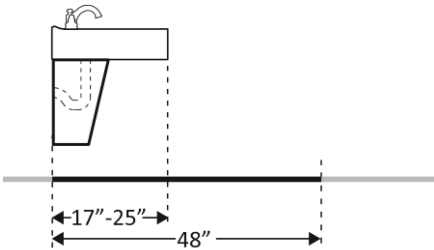
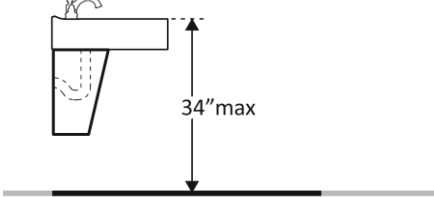
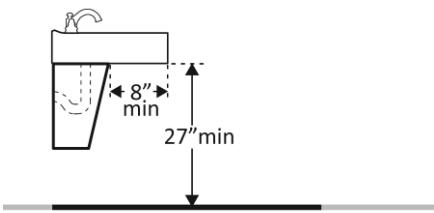
| | | | | |
|--|--|---|--|---|
| <p>and side approaches to the pull side of the door</p> <p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> | | <p>Photo #:</p> | |
| <p>3.8 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: No threshold</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |    | <p>There is no threshold</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Remove or replace threshold • • |

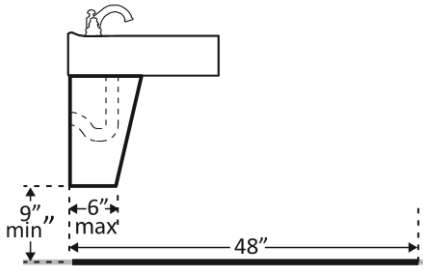
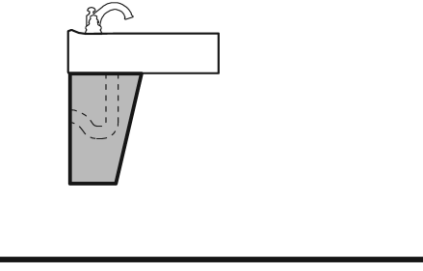
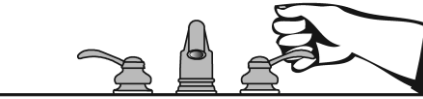
| | | | | |
|--|--|---|-----------------|--|
| <p>3.9 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener • |
| <p>3.10 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Change hardware height • • |
| <p>3.11 Can the door be opened easily (5 pounds maximum force)? [404.2.9]</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers |

| | | | | |
|---|---|---|---------------------------|--|
| <p>3.12 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  <p>The diagram illustrates a door in an open position at 90 degrees. An arrow indicates the door's path as it closes to a position 12 degrees from the latch. A curved arrow with the text '5 sec min' indicates the required time for the door to reach this position.</p> | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Adjust closer • • |
| <p>3.13 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  <p>The diagrams show three different configurations of two doors in a series (vestibule). Each diagram shows the doors swinging open, with dashed lines indicating the swing path. A horizontal double-headed arrow between the doors is labeled '48" min', indicating the minimum required clearance between the doors when they are fully open. The word 'or' is placed between the diagrams.</p> | <p>NA</p> <p>Photo #:</p> | <ul style="list-style-type: none"> • Remove inner door • Change door swing • |

| | | | | |
|--|---|--|------------------------|---|
| 3.14 If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: | | NA Photo #: | <ul style="list-style-type: none"> • Reconfigure space • • |
| 3.15 If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: | | NA Photo #: | <ul style="list-style-type: none"> • Reconfigure space • • |
| In the Toilet Room | | | | |
| 3.16 Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: | | Photo #: | <ul style="list-style-type: none"> • Remove obstructions • • |
| 3.17 Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: | | Photo #: | <ul style="list-style-type: none"> • Move or remove partitions, fixtures or objects such as trash cans • • |

| | | | | |
|--|--|---|------------------------|--|
| 3.18 In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Reverse door swing • Alter toilet room • |
| 3.19 If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?* [603.3] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 40" <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | Photo #: | <ul style="list-style-type: none"> * If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required • Lower the mirror • Add another mirror • |
| 3.20 If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?* [603.4] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Adjust hook • Replace with or provide additional accessible hook • * If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor. |

| Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories. | | | | |
|--|---|--|----------|---|
| 3.21 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 30"X48" |  | Photo #: | <ul style="list-style-type: none"> • Alter lavatory • Replace lavatory • |
| 3.22 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 20" |  | Photo #: | <ul style="list-style-type: none"> • Alter lavatory • Replace lavatory • |
| 3.23 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 33" |  | Photo #: | <ul style="list-style-type: none"> • Alter lavatory • Replace lavatory • |
| 3.24 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 28"X8" |  | Photo #: | <ul style="list-style-type: none"> • Alter lavatory • Replace lavatory • |

| | | | | |
|--|---|--|-----------------|--|
| <p>3.25 Is there toe clearance at least 9 inches high? [306.3.3]</p> <p>Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Alter lavatory • Replace lavatory • |
| <p>3.26 Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Install insulation • Install cover panel • |
| <p>3.27 Can the faucet be operated without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the faucet no greater than 5 pounds? [606.4]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Adjust faucet • Replace faucet • |

Soap Dispensers and Hand Dryers

3.28 Are the operable parts of the soap dispenser within one of the following reach ranges:

Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?
[308.2.2]

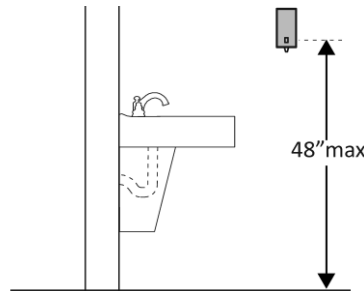
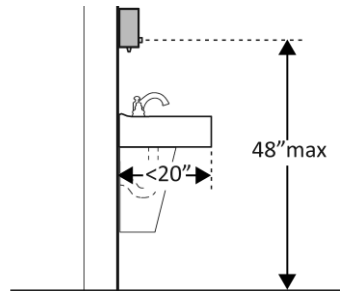
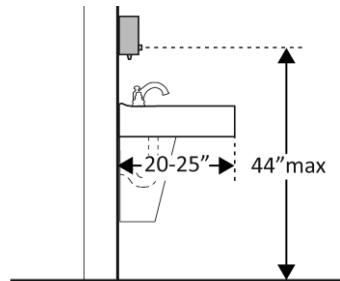
☐ Yes ☒ No
Measurement:

Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?

☐ Yes ☐ No
Measurement:

Not over an obstruction: no higher than 48 inches above the floor?
[308.2]

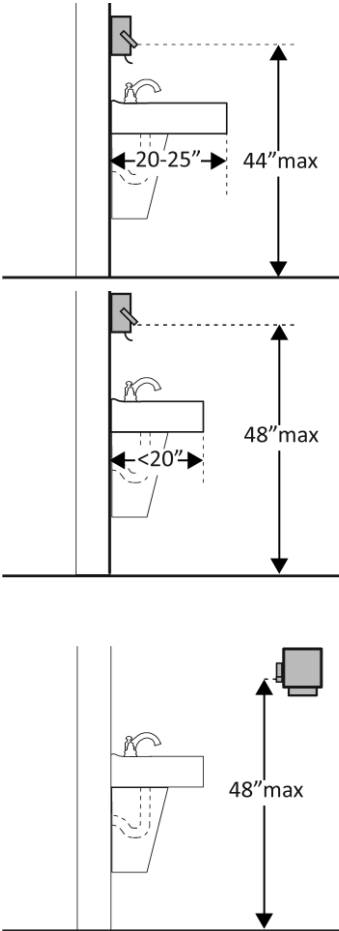
☐ Yes ☐ No
Measurement:



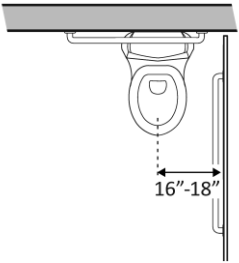
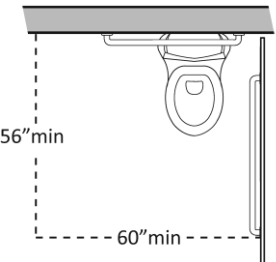
There is no wall close enough on which to mount a dispenser.

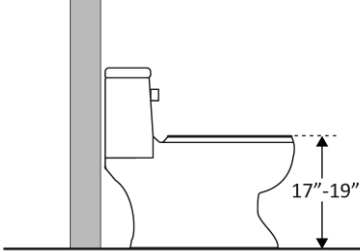
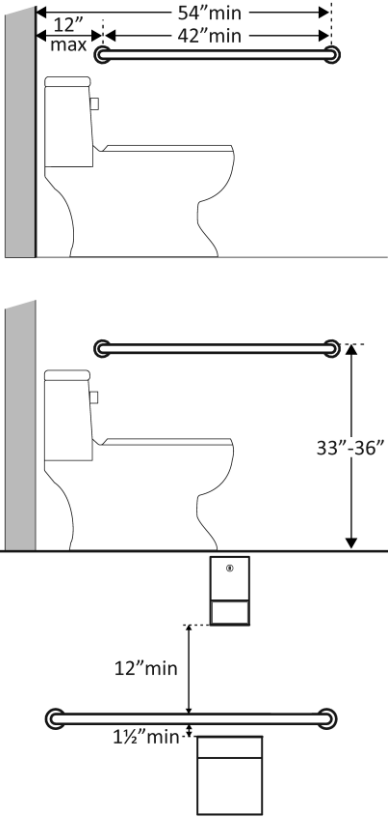
- Adjust dispensers
- Replace with or provide additional accessible dispensers
-

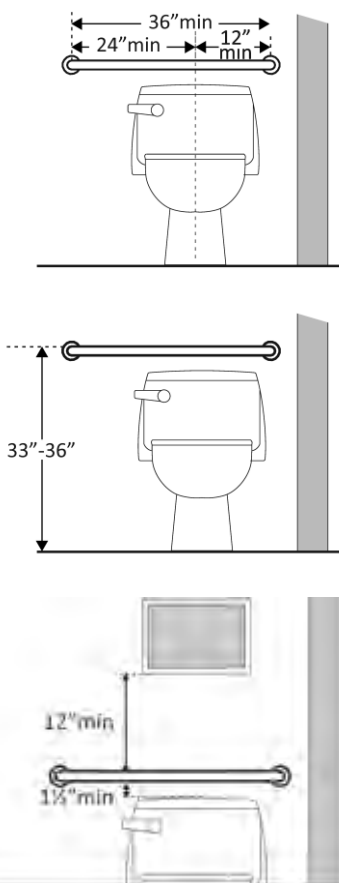
Photo #:

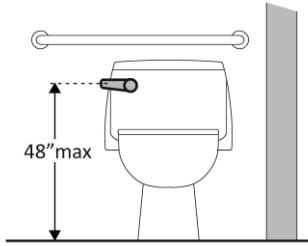
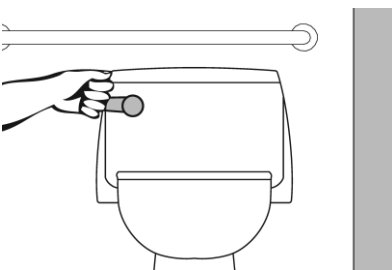
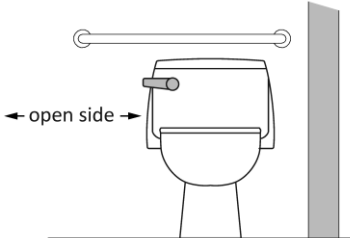
| | | | | |
|--|--|---|-----------------|--|
| <p>3.29 Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges:</p> <p>Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?</p> <p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p> <p>Not over an obstruction: no higher than 48 inches above the floor? [308.2]</p> <p>Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34.5"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Adjust dispensers • Replace with or provide additional accessible dispensers • |
|--|--|---|-----------------|--|

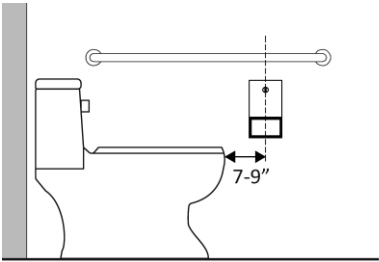
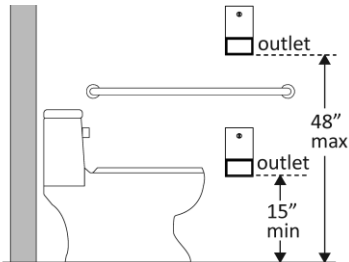
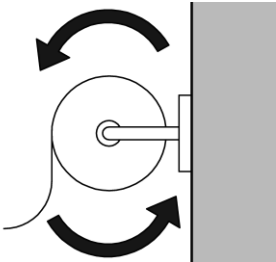
Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.

| | | | | |
|--|---|---|----------|--|
| 3.30 Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | Photo #: | <ul style="list-style-type: none"> • Move toilet • Replace toilet • Move partition • |
| 3.31 Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*[604.3.1] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 59"x90" |  | Photo #: | <p>* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet</p> <ul style="list-style-type: none"> • Alter room/compartment for clearance • • |

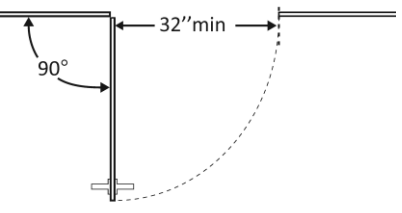
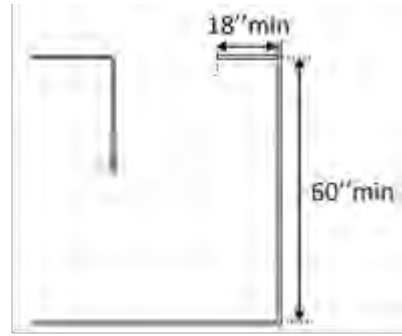
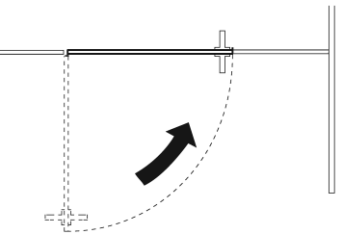
| | | | | |
|--|--|---|-------------------------------|--|
| 3.32 Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 18" |  | Photo #: | <ul style="list-style-type: none"> • Adjust toilet height • Replace toilet • |
| 3.33 Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall? Does it extend at least 54 inches from the rear wall? [604.5.1] Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4] Is there at least 12 inches clearance between the grab bar and protruding objects above? * Is there at least 1½ inches clearance between the grab bar and projecting objects below? * | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 35" <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA |  | NA on questions 2, 3, 4, 5, 6 | <ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects • <p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p> |

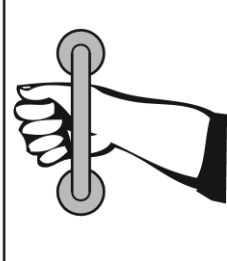
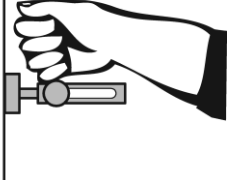
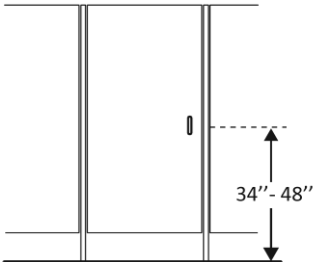
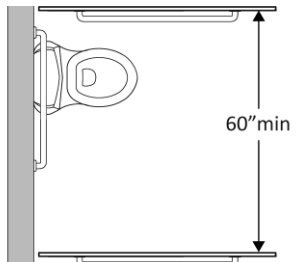
| | | | | |
|---|---|---|-----------------|--|
| <p>Is the space between the wall and the grab bar 1 ½ inches? [609.3]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36"</p> | | <p>Photo #:</p> | |
| <p>3.34 Is there a grab bar at least 36 inches long on the rear wall?</p> <p>Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?</p> <p>Does it extend at least 24 inches on the other (open) side? [604.5.2]</p> <p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]</p> <p>Are there at least 12 inches clearance between the grab bar and protruding objects above?*</p> <p>Are there at least 1½ inches clearance between the grab bar and projecting objects below?*</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34.25"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34.25"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: NA</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects • <p>* If constructed before 3/15/2012 grab bars do not need to be relocated;</p> |

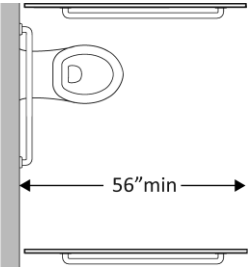
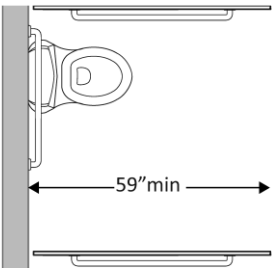
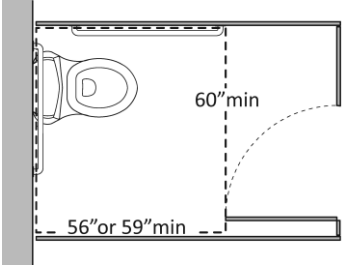
| | | | | |
|---|--|--|-----------------|---|
| <p>Is the space between the wall and the grab bar 1½ inches? [609.3]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> | | <p>Photo #:</p> | <p>there are no space requirements above and below grab bars in the 1991 Standards</p> |
| <p>3.35 If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 28"</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Move control • Install sensor with override button no higher than 48 inches • |
| <p>3.36 If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the flush control no greater than 5 pounds? [605.4]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Change control • Adjust control • |
| <p>3.37 Is the flush control on the open side of the water closet? [604.6]</p> | <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> |  | <p>Photo #:</p> | <ul style="list-style-type: none"> • Move control • • |

| | | | | |
|---|--|---|--|--|
| 3.38 Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*[604.7] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA - There is no wall available for a dispenser. Photo #: | * If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet <ul style="list-style-type: none"> • Relocate dispenser • • |
| 3.39 Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars? [604.7] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: <input type="checkbox"/> Yes <input type="checkbox"/> No |  | NA Photo #: | <ul style="list-style-type: none"> • Relocate dispenser • • |
| 3.40 Does the dispenser allow continuous paper flow? [604.7] | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  | Free standing dispenser. Photo #: | <ul style="list-style-type: none"> • Adjust dispenser • Replace dispenser • |

Toilet Compartments (Stalls)

| | | | | |
|---|--|--|------------------------|---|
| 3.41 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Widen door width • • |
| 3.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2] Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Remove obstructions • • |
| 3.43 Is the door self-closing? [604.8.1.2] | <input type="checkbox"/> Yes <input type="checkbox"/> No |  | NA Photo #: | <ul style="list-style-type: none"> • Add closer • Replace door • |

| | | | | |
|---|--|--|--|---|
| 3.44 Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*[604.8.1.2] | <input type="checkbox"/> Yes <input type="checkbox"/> No |  | NA Photo #: | * If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards <ul style="list-style-type: none"> • Replace hardware • • |
| 3.45 Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [309.4] | <input type="checkbox"/> Yes <input type="checkbox"/> No |  | NA Photo #: | <ul style="list-style-type: none"> • Replace lock • • |
| 3.46 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Relocate hardware • • |
| 3.47 Is the compartment at least 60 inches wide? [604.8.1.1] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Widen compartment • • |

| | | | | |
|--|--|---|------------------------|--|
| 3.48 If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Widen compartment • • |
| 3.49 If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Alter compartment • • |
| 3.50 If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1] | <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: |  | NA Photo #: | <ul style="list-style-type: none"> • Reverse door swing • Alter compartment • |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Photo #: | <ul style="list-style-type: none"> • • • |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | <ul style="list-style-type: none"> • • • |

| | | | | |
|--|--|--|----------|---|
| | | | Photo #: | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | Photo #: | <ul style="list-style-type: none">••• |